

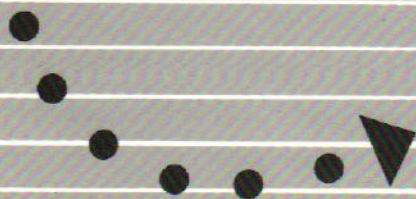
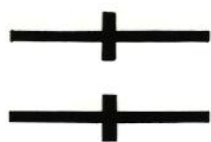
TM

BitFax/SR

A Communicator For 9600 Send/Receive Fax Modems



Fax



BitFax/SR Quick Startup for a Hard Drive

1. At the C: prompt, create a sub-directory for BitFax/SR on your hard drive.

MD BITFAX *[Enter]*

2. Change to the BitFax/SR sub-directory.

CD BITFAX *[Enter]*

3. Insert the BitFax/SR Program Diskette into Drive A.

COPY A:. * [Enter]*

4. Repeat Step 3 for the BitFax/SR Supplementary Diskette.

5. Type the following lines at the DOS prompt to set the environment.

SET BITFAX= \BITFAX [Enter]

PATH= \BITFAX [Enter]

6. Type the following command to start the program.

BITFAX [Enter]

7. Run BitFax/SR according to the directions in the manual. For updated information, see the file README.DOC in the BitFax sub-directory.

Note: These instructions assume you have the fax modem installed and set for the correct COM port. If you have not done so, refer to your fax modem (hardware) manual.



BIT Software, Inc.

BitFax/SR™

User's Manual

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What is BitFax/SR?

BitFax/SR is a program that lets you easily send text messages, pictures, or graphics drawings from your PC to any fax machine in the world. It can also be used to receive fax messages, and then view, rotate, flip, or print them.

You no longer need to print your fax messages on paper and then feed them to your fax machine in order to send your message. Simply write your message using your favorite word processor or text editor and save it to a file. BitFax/SR will send your file directly from the disk to any fax machine.

BitFax/SR also includes a shell program which allows you to easily access all communication functions from one menu. This shell program, The Communication Functions Menu, is explained in Chapter Three.

How Do You Benefit From BitFax/SR?

BitFax/SR can do more for you than your regular stand-alone fax machine. For example, BitFax/SR lets you keep a fax number list with as many numbers as your disk can hold.

You can even store names, company descriptions and fax numbers in any order you like. BitFax/SR also lets you select a group of these fax numbers to distribute your fax messages to. You don't have to feed the same message to your fax machine over and over again when you want to send it to multiple destinations.

BitFax/SR also keeps a status log in a file on your disk so that you can review your fax activity at any time. There are many other features you will find to be time-saving, productive, and money-saving too.

Summary of Features

- * **Send and Receive Fax Messages in the Background**

The receive function of BitFax/SR works in the background, so you can use another application on your computer or leave it unattended while receiving a fax message. You can also instruct BitFax/SR to send messages, then work with another program while it does so.

- * **Memory Resident Pop-Up From Any Application**

BitFax/SR can be set to stay in memory and be ready for use at any time. From another application such as WordPerfect, you can press a "hot key" and pop up BitFax/SR to send a fax. This allows you to send fax messages without having to switch from one program to another.

- * **Automatically Print After Receiving**

You can set up BitFax/SR to automatically print incoming fax messages as they are received. This lets your computer work like a fax machine.

- * **View, Flip, Rotate, or Print Received Fax Messages**

After you have received a fax message, you can view it on your screen. If desired, you can then flip, rotate, or print it.

- * **Auto Detect Incoming Fax or Modem Calls**

BitFax/SR automatically detects whether or not an incoming call is a fax or modem call. The program will only answer and receive fax calls, allowing you to also use your fax modem to automatically answer modem calls.

*** Supports Multiple File Formats**

You can send any of these file types directly from your PC to any Group III fax machine: ASCII (text), PCX (PC Paintbrush and BitPaint), TIFF (scanner), IMG (GEM), and BFX (received with BitFax/SR or created when BitFax/SR sends a file). The new DCX and TIFF Class F formats are also supported. Color PCX files will be converted to gray scaling.

*** Send Multiple Files**

You can combine more than one file to be sent to a fax machine. For instance, you might choose a picture file with graphs or logos, and combine it with a text message, and then send everything with one phone call. Doing so will reduce phone charges, as well as save the time needed to make multiple calls.

*** Flexible Fax Number Management**

You can add, change, delete, and sort fax numbers easily with BitFax/SR. The FaxBook also allows you to store names and other necessary information. You can group selected fax numbers to be used as a distribution list.

The FaxBook Database is stored in a dBASE III-type format (.DBF filename extension), so you can access it with dBASE or other compatible utility programs.

*** Read Word Processing Files Directly**

You can select any document file created by WordStar, WordPerfect, MS Word, or MultiMate. BitFax/SR will read the file and convert it to a fax format directly without requiring you to convert the document to a text file first.

*** Include and Merge Multiple Files Into One Page**

You can mix any picture file (such as your company logo or signature) with your text messages. You can easily include these files with an "Include" command in your text so it will be done each time you send the file.

* **Time Scheduled Transmission**

You can schedule fax messages to be sent at night, or any other convenient time. This allows you to take advantage of lower rates, as well as the convenience of sending your fax messages without having to be at your computer. Or, you can work on another program while BitFax/SR is waiting for the scheduled time to arrive.

* **Menu Bypass**

You can send a fax message from the DOS command line without going through the menus. This is useful if you want to include BitFax/SR commands in a batch file.

* **Busy Auto Redial**

If the fax machine you are calling is busy, BitFax/SR will redial the number for you. You can specify how long to wait between each redial, as well as how many times to attempt to redial.

* **Easy to Use and Flexible Setup**

You can easily set up hardware information such as the COM port number and dialing commands. You can also specify a line of text that will be sent as a header on every fax page identifying your company name or fax number.

Once you have set up this information, it will be included every time you send a fax.

* **View Text, Graphics, or Fax Files**

The View function allows you to see ASCII, PCX, IMG, and TIFF files on your screen before they are sent. You can view them exactly as they will be sent, including the font that will be used with ASCII files. You can also view files you have received as incoming faxes, and then print them.

* **Comprehensive Report and Log File**

After a fax has been sent or received, BitFax/SR adds the results of that call to a status log. The log includes the party that was called, error or completion status, duration of the transmission, type of files sent or received, and the actual filenames that were sent or received.

* **Mail Merge**

Mail Merge allows you to send customized form letters to multiple destinations. This is done by merging selected fields of designated records in the database with a text message. Without this feature, sending a message to several people would mean that everyone would get the same message, or you would need to create a separate file for each destination. Mail Merge allows you to personalize the message with the person's name, company, or other information.

* **Screen and Print Capture**

Screen Capture allows you to capture a graphics screen image to a disk file. Print Capture allows you to capture printer output from many popular applications to a file format that can be used to send a fax.

What Do You Need to Use BitFax/SR?

In order to use BitFax/SR, there are certain hardware and software requirements. Also, you may need other software to create and/or edit the files that you send or receive. See the following sections for this information.

Hardware Requirements

The following system requirements are applicable when using BitFax/SR:

- * IBM PC/XT/AT (8088, 80286, 80386) or compatible computer.
- * MS DOS/PC DOS Version 3.0 or later.
- * Monochrome or color (CGA, EGA, VGA) graphics display, with appropriate video card.
- * Minimum 640K RAM.
- * Compatible Fax Modem.
- * A fixed disk and one 360K diskette drive.
- * Epson Dot Matrix or HP Laser printer (or appropriate compatibles) to print incoming fax messages (optional).

Software Requirements - Sending a Fax

You really need no other software to run the send portion of BitFax/SR, but if you want to get the most out of the program a word processor and a graphics program are essential.

To send a written document you have several options. If it is a simple memo, use BitEdit. It is included with BitFax/SR. To create more complex written documents, use either MultiMate, WordPerfect, MS Word or WordStar. BitFax/SR will read these document files directly. If you already have a different word processor, such as MS Works, simply convert the document to an ASCII (text only) file.

To send a graphic file or a spreadsheet, you again have several options to choose from. If you use a graphics application such as BitPaint or PC Paintbrush, which uses a format BitFax supports, simply select the file and send it. BitFax will detect the file format and adjust. If you use a graphics application which uses a format other than those BitFax/SR supports, you can use either the Print Capture utility or the Screen Capture Utility found in BitFax. These utilities are explained in Chapters Nineteen and Twenty.

Software Requirements - Receiving a Fax

You only need additional software if you wish to edit received faxes. If this is so you will need a graphics application which supports the TIFF or PCX format, such as BitPaint or PC Paintbrush. Because faxes are received as a graphic (in the TIFF-F format) you cannot change a text document with a word processor.

BitPaint is a full-featured program developed by BIT Software, Inc. It has complete graphics editing capabilities, as well as the ability to accept scanner input and send to fax machines. For more information regarding BitPaint, contact BIT Software.

What Type of Files Can You Send?

BitFax/SR can send ASCII, BFX, PCX, IMG, DCX, TIFF, TIFF Bi-Level and Pad-Bit, and TIFF Class F files. Each of these file types are defined below.

ASCII

An ASCII file is text only. In other words, it will contain only keyboard characters. If you are not sure whether or not a file is ASCII, you can use the DOS *TYPE* command. You should see only keyboard characters.

If you want to send a file created by a word processor, you may need to use the Print Capture feature, which is explained in Chapter Nineteen. For information about creating text files, see Chapter Nine. For information about converting other formats to ASCII, see Appendix B.

PCX

PCX files are a type of graphics file that is created by many paint programs, such as PC Paintbrush or BitPaint. They have a filename extension of .PCX.

TIFF

TIFF files are a type of graphics file that are used by Microsoft Windows and scanners. These files have an extension of .TIF.

IMG

IMG files are a type of graphics file developed by Digital Research. It is used in Gem Artline and other graphics programs. These files will have a filename extension of .IMG.

BFX

These files are created by BitFax/SR when files are sent or received. It is a format that can be accepted directly by a fax machine without further conversion. These files have an extension of .BFX.

DCX

A graphics file format developed by INTEL/DCA. These files will have an extension of .DCX.

TIFF Class F

A fax format supported by Aldus, Everex, Microsoft, and others. These files will have an extension of .TIF.

TIFF Bi-Level and Pad-Bit

These are graphics files created by Logitech PaintShow and other scanners. They have an extension of .TIF.

About This Manual

This manual is meant to be a guide to using BitFax/SR. It will not explain all of the features of your fax modem. *For information about the modem itself, you should consult your fax modem User's Manual.*

The BitFax/SR manual is set up into six parts. Chapters One, Two and Three are introductions to BitFax/SR, installing BitFax/SR, and the Communication Functions Menu. Chapters Four and Five are tutorials for using both the send and receive functions of BitFax/SR. The reference section is between Chapters Six and Eleven. It explains how to use most features available in the program. Chapters Twelve through Sixteen explain advanced features of the Send Fax program that are helpful, but are not necessary to use the program. The next section, Chapters Seventeen and Eighteen explain the Receive Fax portion of BitFax/SR. The last section, Chapters Nineteen through Twenty-Two detail further BitFax/SR utilities.

Manual Conventions

Certain conventions are used in this manual. Letters or numbers shown between square brackets ([,]) stand for a key that should be pressed. For example, [Enter] would mean to press the Enter key, and [F1] would mean to press the F1 function key.

About DOS and DOS Files

This section will explain some of the common DOS rules you must follow when using BitFax/SR. Since BitFax/SR is a DOS program, you must follow all naming conventions and rules that DOS requires. If you are unsure of a rule, consult your DOS manual.

When using DOS, information is stored in directories, sub-directories and files. *Directories* are used to separate related files into one group. For example, your BitFax/SR files will be held in a BITFAX directory. A *Sub-directory* is used in the same way, but is located within another directory. A *File* is the actual data that is being stored.

DOS uses certain naming conventions for directories and filenames. You can use from 1 to 8 letters and/or numbers to name a directory, sub-directory or file. The name should adequately describe the contents. You CANNOT use spaces, asterisks (*), or question marks (?) anywhere in a directory or file name. You can use the underscore (_). Generally, you should not use any other punctuation, symbols, or spaces.

Files will typically have an extension. The extension can be between 1 and 3 characters (ie: BITFAX.EXE). It follows the filename, and is separated from it by a period (.). It will consist of letters and/or numbers. As with the filename, the extension CANNOT contain spaces, asterisks, or questions marks. Although directories and sub-directories can have an extension, it is not commonplace.

A filename extension usually indicates what type of file it is. Some of the common filename extensions are:

<i>.BAT</i>	<i>Batch file</i>
<i>.BFX</i>	<i>Fax format file</i>
<i>.CFG</i>	<i>Configuration file</i>
<i>.DBF</i>	<i>Database file</i>
<i>.DCX</i>	<i>Graphics file</i>
<i>.DOC</i>	<i>Documentation file</i>
<i>.EXE</i>	<i>Executable (program) file</i>
<i>.HLP</i>	<i>System help file</i>
<i>.IMG</i>	<i>Graphics file</i>
<i>.LOG</i>	<i>Log report</i>
<i>.PCX</i>	<i>Graphics file</i>
<i>.TIF</i>	<i>Graphics file</i>
<i>.TXT</i>	<i>Text file</i>

Consult your DOS manual if you have further questions regarding directories or files.

Chapter Two

INSTALLATION

Before You Start

While it is not by any means difficult to install BitFax/SR on your fixed disk, be sure to follow the instructions in this chapter carefully. Because BitFax does not require an installation program, you will be required to complete certain procedures yourself.

Checking Your COM Port

Before you start using BitFax/SR, you should check the COM port number of your fax modem. On an internal modem the COM Port is set by a switch, or by changing jumpers on the fax modem. Refer to your modem manual if you have any questions. When you determine which COM port you will be using, write it down here, as you will need to know this number later.

COM Port # _____

What You Need to Know About COM Ports

A COM port is like an electronic door (address) in your PC where modems or cables are connected to the outside world. The important points to remember are:

1. IBM PC/XT/AT and compatible systems support four serial (COM) ports. These are usually set with DIP switches or jumpers on the fax modem.

2. The slot a fax modem is in is not related at all to the port number.
3. The COM port number tells the software where to send and receive data.
4. You must set the fax modem to one of the four COM ports: COM1, COM2, COM3 or COM4.
5. The port numbers do not need to be consecutive. In other words, you can have a COM1 and a COM4 without having a COM2 or COM3.
6. You cannot have another serial (COM) port in your computer set to the same COM port number as the fax modem, even if the other port isn't being used.
7. BitFax/SR uses IRQ (interrupt request) 4 when set to COM1 or COM3. It uses IRQ3 when set to COM2 or COM4. Make sure the IRQ setting is correct for the COM port number selected.
8. The fax modem cannot share an IRQ setting with a mouse or other device that uses memory resident software. For example, if a mouse is set to COM1, the fax modem should be set to COM2 or COM4.
9. A bus mouse also has an IRQ setting which should be checked, even though it is not a serial device.

Installing BitFax/SR On A Fixed Disk

To run BitFax/SR it must first be installed on your hard drive. The following directions will lead you through this process.

1. Create a sub-directory for BitFax/SR. *Do not combine BitFax with any other software application in one sub-directory (including other communications software such as BitCom).* If you prefer, you can create a 'Communications' directory, which can then hold all of your different communications programs, each having its own sub-directory.

BIT Software, Inc.
Program License Agreement

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Alarm Message.....	55
Answer Ring Number	55
Answer Mode.....	55

At the C> prompt in the root directory, type:

MD\BITFAX [Enter]

2. Change to the BitFax/SR sub-directory. Type:

CD\BITFAX [Enter]

3. Insert the Program Diskette in Drive A.

4. Copy the files from the diskette to your fixed disk drive. Type:

COPY A:. * [Enter]*

5. Your screen will show the filenames as they are being copied.
6. Once you have been returned to the C> prompt, the copying process is complete. Store the original diskette in a safe place.
7. Repeat steps 3 through 7 for the BitFax/SR Supplementary Diskette.

Setting Up The Environment To Send

In order for BitFax to work properly, you must set up the environment.

Setting up the environment for BitFax/SR is not difficult, but you will need to make additions to your AUTOEXEC.BAT file which is located in your root directory. If you do not have this file, create it with a text editor or word processor that can create ASCII files.

To edit or create the AUTOEXEC.BAT file you will need to use a text editor. If you do not have a usual text editor, use Edlin, the editor supplied with DOS. For more information about editing a text file you will have to refer to your DOS manual.

When you are ready to edit your AUTOEXEC.BAT file, add the following lines:

*SET BITFAX= <pathname>
PATH= <pathname>*

The *<pathname>* is where the BitFax/SR files are located. For example, if the BitFax/SR files are located in a sub-directory called BITFAX, the command would be:

```
SET BITFAX=C:\BITFAX
PATH=C:\BITFAX
```

If you already have an existing *PATH* field in your AUTOEXEC.BAT file, simply add C:\BITFAX to the end of it.

To activate the new AUTOEXEC.BAT file you must re-boot your system. Once you have issued these commands and re-booted you can be in any directory and run BitFax/SR. You do not need to change to the BitFax/SR directory first.

Setting Up The Environment To Receive

Setting up the environment to receive is exactly like setting up the environment to send. By using this command you will be able to receive incoming fax files to the specified sub-directory.

Add the following line to your AUTOEXEC.BAT file in the same manner you used to add the lines for sending a fax.

```
SET RECVFAX= <Pathname>
```

The *<Pathname>* would be replaced by the actual path to the sub-directory where you want received faxes saved to as files. For example, to save fax files to the RECFILES sub-directory, add the following command to your AUTOEXEC.BAT file.

```
SET RECVFAX=C:\RECFILES
```

After you have rebooted your system, incoming fax messages will then be saved to this directory, no matter what your current directory is.

You can also use the *Receive Fax Directory* field on the System Configuration Menu to specify this. The System Configuration Menu is explained in detail in Chapter Seven. However, the DOS Set command will take precedence over the contents of this field.

The ReadMe Documentation

After you have finished installing BitFax/SR you should read and/or print the contents of the README.DOC file. This file contains additional information about using BitFax/SR. To read the documentation on your monitor go to the BitFax/SR directory and type:

README *[Enter]*

While it is scrolling across the screen you can push the [Ctrl] key while pushing the [S] key to momentarily stop it. Press any key to resume scrolling

To print the ReadMe Documentation, at the BitFax/SR directory prompt type:

COPY README.DOC PRN: *[Enter]*

You are now ready to run BitFax/SR.

Conflicts With Memory Resident Programs

Anytime you use BitFax/SR, a TSR (terminate and stay resident) program called BitSched will be installed in RAM. TSR's, such as SideKick, are often referred to as memory resident or pop-up programs because they are instantly available. Some TSR programs are not well-behaved. Such a program might conflict with the normal operation of BitFax/SR.

If you are having problems running BitFax/SR, try running the application without the other TSR's installed. These are probably loaded through the AUTOEXEC.BAT file. If so, temporarily rename the AUTOEXEC.BAT file to another name to disable it, and reboot the system to clear the TSR's from memory. If you do not have an AUTOEXEC.BAT file, or are unsure if you have other TSR's, boot up your computer using a DOS diskette.

Re-start and run BitFax/SR. If the problem is resolved, the problem was probably due to a conflict with one or more of the other TSR's.

Resolve the conflict by varying the order that you load the different TSR's. You can often solve the problem by loading BitFax last. In the worst-case situation, you may not be able to concurrently use BitFax/SR and some of your other TSR's.

THE COMMUNICATIONS FUNCTIONS MENU

What is the Communication Functions Menu?

This menu allows you to run most of the communication operations available to you from one easy to use menu. This shell program gives you a top level menu where you can select fax communications, data communications, a modem test, or other features.

By using this menu you do not have to type the individual program name such as BitFax, BitCom, ViewFax, etc. to start the function you want.

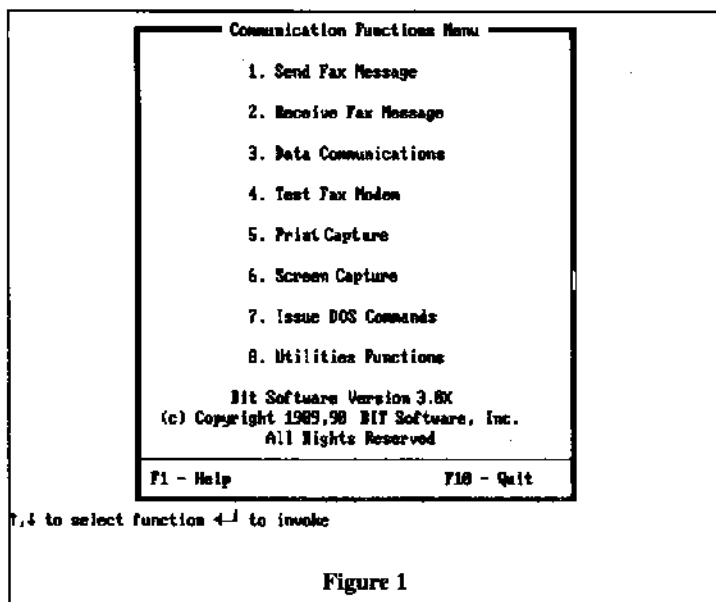
Starting The Communications Software Shell Program

If you have followed the directions for setting up the DOS *Set Environment* and *Path* in your AUTOEXEC.BAT file as explained in Chapter Two, you may access the communications shell from any directory in your hard drive.

To start the software shell, type the following command at the DOS prompt:

COMSHELL *[ENTER]*

The Communication Functions Menu will appear as shown below, giving you access to the communication functions as explained in this chapter.



Using the Communications Shell Program

There are two commands and eight options available from the Communication Functions Menu.

The two commands are accessed by pressing the appropriate function key.

Press [F1] to display a help screen about the menu. To return to the menu from the help screen, press [Esc].

To quit from the menu and return to the operating system, press [F10]. You should do this before rebooting or turning off your system.

To select an option from the menu, press the number key corresponding to the option you want to select. For example, to select 1) *Send Fax Message*, press [1].

Another way to select an option is to highlight the option you want by pressing the up or down arrow key. Press [Enter] to make your selection.

Communication Functions Menu Options

The Communication Functions Menu has eight selections, allowing you access to the corresponding communication functions. These options are:

Send Fax Message

Selecting 1) *Send Fax Message* from the Communication Functions menu starts BitFax/SR. This program allows you to send fax messages, configure BitFax/SR to your system, edit your own document with BitEdit, and many other functions. Chapter Four is a tutorial for this function, and Chapters Six through Eleven will further explain how to use the Send Fax selection.

Receive Fax Message

Selecting 2) *Receive Fax Message* from the Communication Functions Menu allows you to load the receive portion of BitFax/SR. A tutorial for receiving a fax message is found in Chapter Five. A detailed explanation of the Receive Fax function is found in Chapter Seventeen.

Data Communications

Selecting 3) *Data Communications* from the menu loads BitCom, the Data Communications program. This allows you to use your fax modem as a Hayes compatible modem, giving you access to bulletin boards, information services, and on-line databases. You must have BitCom installed on your hard disk and included in the *Path* of your AUTOEXEC.BAT file in order to select this option. BitCom can be purchased from BIT Software, Inc. Contact BIT for ordering information.

Test Fax Modem

Selecting 4) *Test Fax Modem* from the Communication Functions Menu takes you to a modem test. You can use this to insure that your fax modem is installed and working properly. Look to Chapter Twenty-Two for a further description of this function.

Print Capture

Selecting 5) *Print Capture* from the Communication Functions Menu loads the Print Capture utility as a memory resident TSR program. By using the PrintCap utility you are able to save formatted text in a format that can be sent as a fax. This is "printed" to a fax file instead of being sent to your printer. A complete explanation of this utility is in Chapter Nineteen.

Screen Capture

Selecting 6) *Screen Capture* from the menu loads the Screen Capture function as a memory resident (TSR) program. This is useful if you are using a program that does not save files in a format supported by BitFax/SR. This utility is explained further in Chapter Twenty.

Issue DOS Commands

Selecting 7) *Issue DOS Commands* from the Communication Functions Menu allows you to issue DOS commands and then re-enter the menu. When you select this option, the cursor changes from an underscore to a solid block, which tells you that you are in the DOS command mode. This is not the same as exiting from the program. Rather, it allows you to quickly use DOS commands while still working within the Communications' Shell. Type the word EXIT (followed by [Enter]) at the prompt to return to the Communication Functions Menu.

Utilities Functions

Selecting 8) *Utilities Functions* from the COMSHELL menu moves you to a second menu with two options. The first option is the View Fax utility which allows you to view, print, sort or further manipulate files that you have received with *Receive Fax*. View Fax is further explained in Chapter Eighteen.

The second option is the File Conversion utility. This utility allows you to convert .TIFF Class F files to one of two formats; TIFF Uncompressed or .PCX. This utility is further explained in Chapter Twenty-One.

SENDING A FAX - A TUTORIAL

Starting the Program

After you have successfully installed BitFax/SR according to the instructions in Chapter Two, you are ready to start the program.

There are two ways to begin the Send Fax portion of BitFax/SR. The one you use will depend upon how your system is set up.

If you have BitFax/SR on your hard disk and have followed the instructions for setting up the environment to send as explained in Chapter Two, go to the Communications Functions Menu by typing COMSHELL at the C> prompt. Begin the program by selecting *1) Send Fax Messages*.

If you have not put BitFax/SR into the Path of your AUTOEXEC.BAT file, change to the directory where the files are located. From the C> prompt, type:

```
CD\BITFAX [Enter]
```

Then, to start the program, type:

```
BITFAX [Enter]
```

You will see the Main Menu as shown in Figure 2.

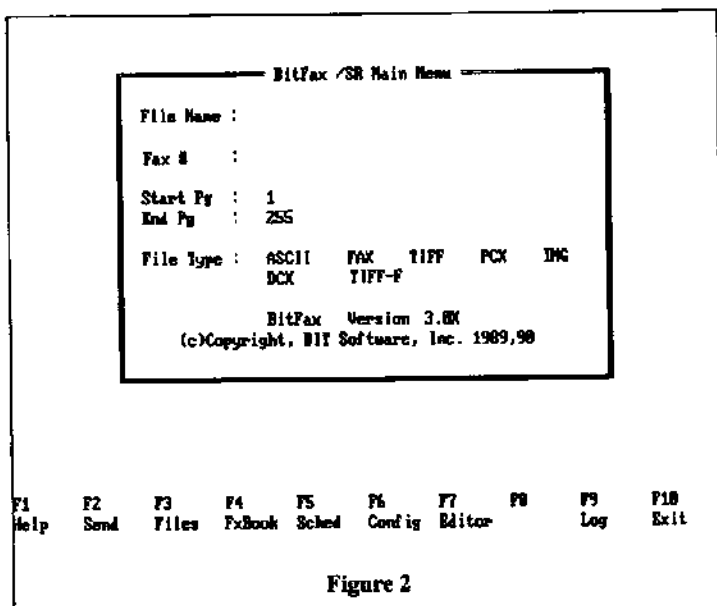


Figure 2

Selecting Commands

There are two ways to select commands in BitFax/SR. Press the function key shown at the bottom of the main menu for the associated action, or press [Esc] and select a function from the pop-up menu.

To use the pop-up menus, press [Esc]. This will bring up a menu showing all available choices from the current menu. To select a choice, either press the up or down arrow keys to highlight the option you want, or type the number shown next to that option. Then press [Enter] to make the selection.

If you want to exit from the pop-up menu without making a selection, press [Esc].

Either one of the above methods can be used to select any function in BitFax/SR.

The Tutorial

When you start BitFax/SR, you will be at the Main Menu. It has several options to complete. A detailed description of each option is shown in the appropriate chapter of the reference section of this manual.

This tutorial will take you through the steps necessary to assure that BitFax/SR is configured correctly for your system. You will then use BitEdit, the BitFax/SR text editor, to create a simple text file that contains your name, address, phone number, and the version of BitFax/SR you are using. You will then go through the steps required to send this message to BIT Software's fax machine, which will register your software.

Setting Up the Configuration

The System Configuration Menu allows you to set up the environment and hardware options so it doesn't have to be configured each time you send a fax. Once these parameters are set, they will stay that way, even after the power has been turned off.

To set up the configuration, press [F6] from the Main Menu. The System Configuration Menu will appear as shown in Figure 3. This menu is explained in detail in Chapter Seven.

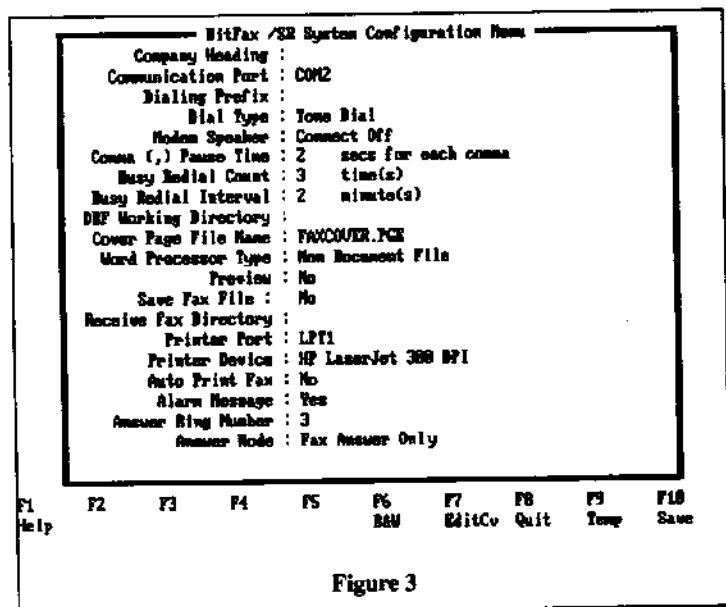


Figure 3

While we will not go over all options and parameters on this menu in the tutorial, it is important that you are aware of some of them.

Make sure the Communication Port number displayed matches the COM Port number your fax modem is set to. Refer to Chapter Two if you have forgotten which port your modem is set to. To change the setting, press the down arrow key to highlight the *Communication Port* field, then the right or left arrow keys until the correct port number is shown.

If you must use pulse dialing, you need to change the *Dial Type* field to Pulse Dial. Press the down arrow key to highlight the *Dial Type* field, then the right or left arrow keys until Pulse Dial is shown.

For this tutorial, we will leave the optional fields of *Company Heading*, *Dialing Prefix* and *DBF Working Directory* blank. Leave the *Comma (,) Pause Time*, *Busy Redial Count*, *Busy Redial Interval*, *Word Processor Type*, and *Preview* at their default settings. For more information about these fields, see Chapter Seven.

The default *Cover Page File Name* is *FAXCOVER.PGE*. Leave this field at the default setting also. The contents of this field will be used later in this tutorial.

The lower portion of this screen concerns options for receiving fax messages. The parameters in this section will be discussed in the next chapter.

Press [F10] to save any changes you have made. You will be returned to the Main Menu.

The Text Editor

BitFax/SR includes a text editor, BitEdit, which can be used to create ASCII (text) files, or edit existing text files. In this tutorial, we will create a file that will contain the information needed to register your copy of BitFax/SR with BIT Software.

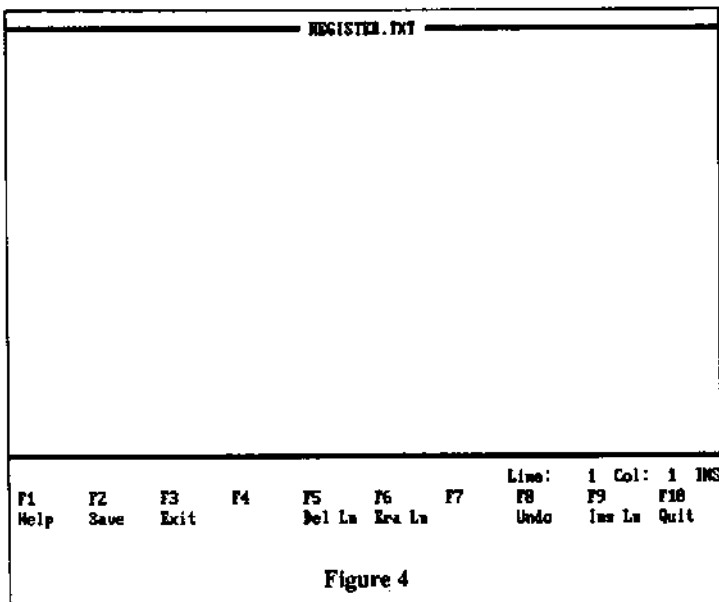
Before going to BitEdit, check the version number of your copy of BitFax/SR. The version number is located at the bottom of the Main Menu. Write that number here.

Version # _____

You will need this number when creating your registration card with BitEdit.

From the Main Menu, follow the steps below.

1. Press [F7] to access the editor. You will be prompted to enter a file name.
2. Type the filename *REGISTER.TXT*, then press [Enter].
3. The text editor screen will appear as shown in Figure 4.



4. Type the following text, substituting your own name, address, phone number, etc. Press [Enter] at the end of each line.

Today's Date

Your Name

Your (Mailing) Street Address

Your City, State, ZIP

Your Telephone Number (include area code)

'BitFax/SR' followed by your version number

The Fax Modem Brand Being Used

5. After you have typed this information, you may also include any comments or questions you have about the software.
6. Press [F2] to save the file.

2. For this tutorial we will fill in the *Name*, and *Fax* fields. In the *Name* field type

BIT Software

3. Use the [Enter] key to go to the *Fax* field. Enter BIT's fax number:

1-408-263-1447

4. Press [F10] to save the record. You will be returned to the Destination Selection Menu, as shown in Figure 6.

BitFax /SR Destination Selection		
Name	Fax	Group Number
BIT Software, Inc.	1-408-263-1447	

Use [Enter] - Select/Unselect destinations

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Help	Detail	Search	ListSel	AddrRec	Modify	Del/Un	Sort	Distri	Main

Figure 6

5. Select the BIT Software fax number by pushing the [Enter] key while it is highlighted. A triangle will appear to the left of the record name.
6. Press [F10] to return to the Main Menu. The fax number of the selected record will appear in the *Fax No.* field.

Sending Your Registration

You have now created *REGISTER.TXT*, and have selected a fax number to send it to. You are now ready to transmit your first fax.

Briefly, you should also review the following options on the Main Menu before continuing.

The *Start Page* and *End Page* options are only used if you are sending a portion of a multi-page file. For now, leave them at the default settings of 1 (Start Page) and 255 (End Page).

The *File Type* is selected automatically by BitFax/SR when the filename is selected or entered. It cannot be changed by the user.

To start sending, press [F2]. When you do this, the Cover Page Editor screen will appear.

The Cover Page Editor

For the tutorial, we will complete the cover page. To move from field to field on the Cover Page Editor, press the up or down arrow keys, or you may press [Enter] to move to the next field.

The *Date* field is filled in automatically with the current date taken from your computer's clock. It can be changed if you desire.

For this tutorial, also complete the following fields:

To:

This is for two lines of text, used for the name of the person and company the fax is being sent to. The first line will be filled in automatically with the contents of the 'Name' field in the fax number record, if the fax number was selected from the Destination Selection Menu. In the same manner, the second line of this field will be filled with the contents of the 'Company' field.

From:

This is for two lines of text, used for your name and company.

Fax Number:

This is used for your fax number.

Voice Phone:

This is used for your voice telephone number.

Message:

This field is for up to three lines of text. It can be used for any type of message that you choose.

Logo File:

This field can be used for the name of a graphics file that contains a logo or other graphics picture you want to include on the cover page. The file can be created in a graphics program such as BitPaint, or with a scanner. The file used can be any of the following types: PCX, TIFF, IMG, DCX, TIFF Bi-Level and Pad Bit, or TIFF Class F. For this tutorial, leave this field blank. This option is further explained in Chapter Seven.

After you have completed these fields, press [F2] to save the information and to continue sending the fax. If you prefer, press [Esc] to continue sending the fax without the cover page.

Preview

You will see a dialog box appear asking if you want to preview during conversion. Answer Yes. You are given this choice since the *Preview* field on the Configuration Menu was set to Yes.

Before the file is sent, the image of what the received fax will look like will appear on your screen. You will see the fonts, page breaks, or any merged text.

While the image is being displayed, there are several actions you can perform. Press the arrow keys (up or down) to scroll through the document. To enlarge the image, press [F2] to zoom in. While in the zoom mode you can use the arrow keys to scroll through the image. To return from viewing the enlarged image to the actual image, press [F2] again.

After you have finished viewing the file, press [F10] to quit viewing and resume the sending of the fax message.

A status window will appear in the middle of the screen. Several messages will appear letting you know what the status is. If you decide you don't want to send the fax for any reason, you can hit the [Esc] key at anytime to abort the transmission. When the fax message has been sent, the status message will indicate that BitFax/SR has finished transmitting.

The *Save Fax File* field on the Configuration Menu was set to Yes, so a message will appear in the lower right portion of the screen showing the fax file is being saved with the filename of *REGISTER.BFX*. Press any key to return to the Main Menu.

Viewing the Status Log

Once you have sent a fax, a status log will be created. To view the status log press [F9] while at the Main Menu. The transmit status log will appear on your screen as shown in Figure 7.

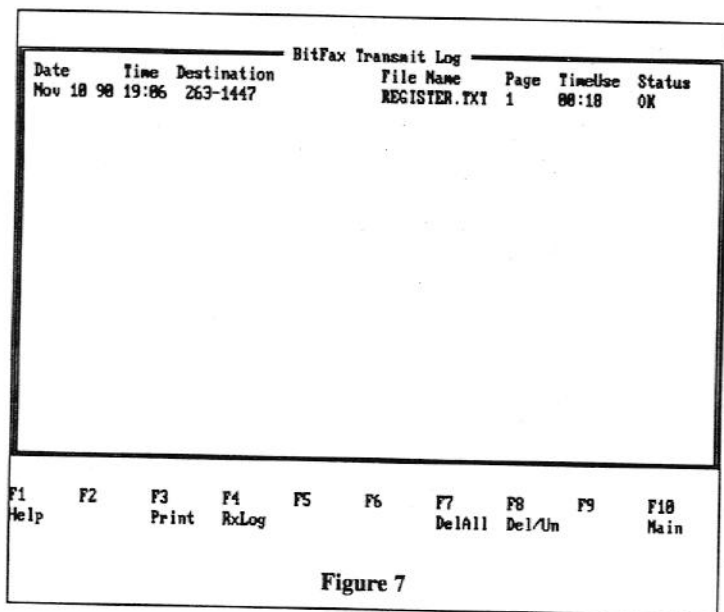


Figure 7

The status log will display the date, time, fax number, and filename that has been sent. It will also show how long it took to send each fax, and the status (whether or not it went through). To return to the Main Menu, press [F10]. For more information about the Status Log, refer to Chapter Twelve.

Exiting the Program

To exit from the BitFax/SR program, press [F10] from the Main Menu. You will be asked if you are sure you want to exit. Answer Yes. Make sure that you exit the program properly before turning off or rebooting your system. You have now registered your copy of BitFax/SR, and have completed the tutorial for sending a fax. The next chapter, Chapter Five, is a tutorial for receiving a fax. If you have encountered any problems while executing the tutorial, read the Question and Answer Section in Appendix F.

RECEIVING A FAX - A TUTORIAL

Installing RecvFax

RecvFax is a memory resident program which stays in your computer's memory after you install it. This program tells your fax modem to answer an incoming fax call, receive the fax, and then store the message in a disk file. It can do this while you are working in another program or if you have left your computer unattended.

You can install RecvFax in one of three ways.

If you have BitFax/SR on your hard disk and have followed the instructions for setting up the environment as explained in Chapter Two, go the Communication Functions Menu by typing COMSHELL at the C> prompt. Begin the program by selecting 2) *Receive Fax Message*.

You may also type the following command at the DOS prompt.

RECVFAX <COM Port Number>

where *<COM Port Number>* is a number indicating COM1, COM2, COM3, or COM4. The number used must match the COM port number your fax modem is installed on. For example, the following command would tell RecvFax to use COM2.

RECVFAX 2

Lastly, you may type the above command in your AUTOEXEC.BAT file. This will enable RecvFax as a TSR every time you boot up.

Setting the Parameters

There are several parameters that need to be set in order to receive a fax. These parameters are on the System Configuration Menu in BitFax/SR.

From the COMSHELL select 1) *Send Fax Message*. This will take you to the BitFax/SR Main Menu. Press [F6] to access the System Configuration Menu. Move from field to field by pressing the up or down arrow keys.

The System Configuration Menu is where you set parameters having to do with your system and BitFax/SR. These parameters will not normally be changed once they have been set.

The top portion of this menu deals mainly with the sending of fax messages. We've reviewed most of them in Chapter Four. The lower portion of the menu concerns how fax messages are received.

The parameters you need to set for this tutorial are:

Receive Fax Directory
Auto Print Fax
Alarm Message
Answer Ring Number
Answer Mode

You will not need to change the *Communication Port* again if you already changed it while going through the Send Fax tutorial.

The *Receive Fax Directory* can be set to determine which directory incoming fax files will be saved to. If this field is left blank, they will be saved in the current directory. If you are using the DOS *Set Environment* command described in Chapter Two, it will take precedence over the contents of this field.

Whichever you choose, either filling in this field or using the DOS *Set Environment*, you must be sure to make the appropriate directory. If you have followed the directions at the end of Chapter Two, you will need to make a RECFILES directory. At the C> prompt in the root directory, type:

MD\RECFILES

The same applies if you use the *Receive Fax Directory* in the System Configuration Menu. Again, remember that the DOS *Set Environment* takes precedence.

Auto Print Fax can be set so that incoming fax messages will automatically be printed after they are received. For now, leave this field set at the default of No. If this field is set to Yes, fax messages will be automatically printed after they are received.

Alarm Message can be set so a message is displayed while an incoming fax is being received. If this field is set to No, a message will not be displayed when a fax message is received. For now, leave this field set at the default of Yes.

The number shown in *Answer Ring Number* is how many times the phone will ring before the fax modem will answer the incoming fax call. For now, leave this field set at the default setting of 3.

The *Answer Mode* setting determines what type of calls your fax modem will answer. For now, leave this set at the default of Fax Answer Only.

For additional information about this menu, see Chapter Seven. After you have made any necessary changes, save them to disk by pressing [F10]. You will be returned to the Main Menu.

You will also need to set the parameters for viewing the fax. These parameters are:

Printer Port
Printer Device

The *Printer Port* determines the port number (LPT1, LPT2, or LPT3) BitFax/SR will use for printing. The default setting is LPT1. If your printer is connected to LPT2 or LPT3, you will need to change this parameter. Press the up or down arrow keys to move to this field, then the right or left arrow keys until the correct port number is displayed.

Use the *Printer Device* field to specify the type of printer you are using. The options are Epson or Epson Compatible Dot Matrix printers, 9 pin or 24 pin and HP LaserJet and compatibles, 150 DPI or 300 DPI. Leave this field set to the default of Dot Matrix 9 Pin if this is what you are using. If you have a different type of printer, change this to the correct type.

The Tutorial

You are now ready to receive a fax.

1. After exiting the System Configuration Menu of BitFax/SR, press the [F10] key again to exit the Main Menu. You are now back at the COMSHELL.
2. From the COMSHELL select 2) *Receive Fax Message*. You will then be shown the RecvFax installation status.
3. After BitFax/SR tests the Send/Receive Fax Modem, it will then display the Receive Fax selections you have made in the System Configuration Menu.
4. You will then get a message saying that the Receive Fax Driver has been successfully installed, returning you to the COMSHELL.
5. You now need to have someone send you a fax message. While you are waiting, feel free to move to your word processor or spreadsheet and get some work done. RecvFax will still answer the call.

6. When your phone rings, the fax modem will answer, receive, and automatically store your incoming fax to the disk without interrupting you, except for displaying a message in the upper right corner of your screen.

Removing RecvFax from Memory

Since RecvFax is a memory resident program, you may want to remove it from memory when it is not needed. For instance, you would want to remove it from memory if you no longer want your fax modem to answer and receive fax calls. You may also want to remove it if the amount of memory it is using stops you from running other programs.

To do this, type the following command at the DOS prompt:

```
RMV_RECV           [Enter]
```

After you do this, RecvFax will no longer answer incoming fax calls.

Viewing Your Fax

Now that you have received a fax with the RecvFax program, you need to view it. ViewFax is a separate program from RecvFax which will allow you to look at files that were received as fax messages. It can also be used to print, rotate, enlarge, and further manipulate these files. These options are detailed in Chapter Seventeen.

Starting ViewFax

There are two ways to start ViewFax.

In the COMSHELL select 8) *Utilities Functions*. When you go to the next menu, select 1) *View Fax*.

If you are not in the COMSHELL and wish to start ViewFax, enter the following command at the DOS prompt:

```
VIEWFAX           [Enter]
```

The ViewFax Menu will appear as shown in Figure 8.

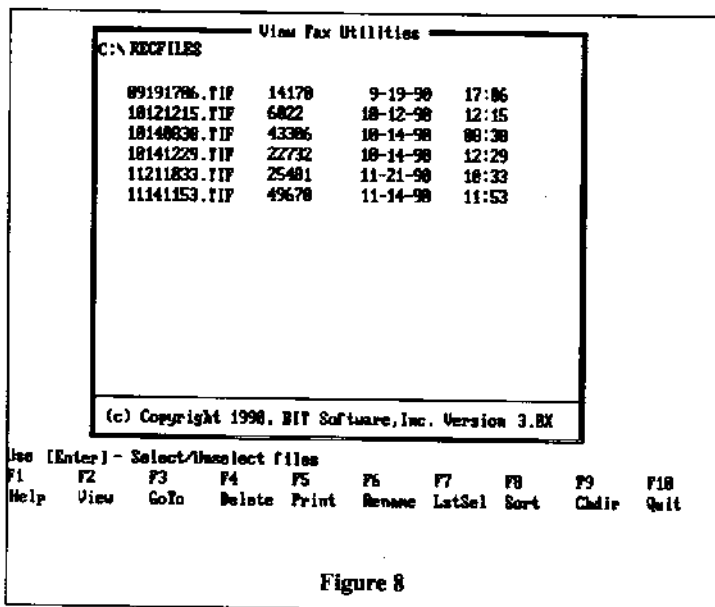


Figure 8

Viewing a Received Fax

When you start ViewFax, a list of fax files will be displayed (filename extensions of .TIF). The fax file names are created by the Receive Fax program, with the names indicating the date and time the fax was received.

The first four characters of the filename indicate the month and day the fax was received, and the last four indicate the time the fax was received. The time is shown in a 24-hour format.

For example, the filename of 12141422.TIF would mean the fax was received on December 14, at 2:22 pm.

The second column shows the file size (in bytes). The third and fourth columns show the date and time the file was saved.

As with BitFax/SR menus, the actions you can perform with the function keys are displayed on your screen. To see an image of your received fax, press the [F2] key. To return to the menu from viewing a file, press [F10].

The *Printer Port* and *Printer Device* fields will display the selections you previously made in the System Configuration Menu. Use the left or right arrow keys to change the selection if you are using a different printer or printer port.

The *Print All* field defaults to Yes. If you only want to print certain pages of a multiple page document, change this field to No by using the right arrow key. To indicate the pages which you want to print, use the *Start Page* and *End Page* fields.

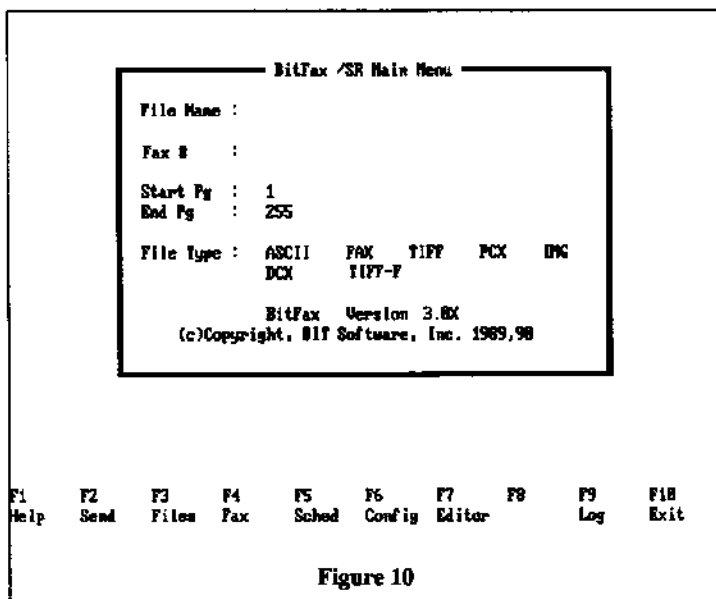
The *Start Page* field indicates which page(s) of a multiple page file you want to begin printing at. The *End Page* field indicates where you want to stop printing. For example, if you have a 20 page document and only wish to print pages 3 through 9, you would enter 3 in the *Start Page* field and 9 in the *End Page* field.

Total Pages displays the number of pages the file contains. It cannot be changed.

4. To begin printing, press [F5].
5. After the file has been printed, press [F10] to return to the ViewFax Utilities Menu.
6. Continue pressing [F10] until you are returned to the Communication Functions Menu.

Overview

When you start BitFax/SR, the Main Menu will appear on your screen as shown in Figure 10.



From this menu, you can send a file, configure the software, and make any other changes that you would like. This chapter will discuss the functions available for use in this menu, and what they do. It will also cover the menu parameters and their options.

Functions Available

The functions available in this menu are:

<i>F1</i>	<i>Help</i>	<i>F6</i>	<i>Configuration</i>
<i>F2</i>	<i>Send</i>	<i>F7</i>	<i>Editor</i>
<i>F3</i>	<i>Files</i>	<i>F9</i>	<i>Log</i>
<i>F4</i>	<i>Fax</i>	<i>F10</i>	<i>Exit</i>
<i>F5</i>	<i>Schedule</i>		

Help F1

When you press the [F1] key, you will be shown a help screen for this menu. To return to the menu from the help screen, press [Esc].

Send F2

When you press [F2], BitFax/SR will send a fax according to the parameters shown on the Main Menu. The *Fax* field must be completed before pressing this key. If this field is blank, you will receive an error message.

Files F3

When you press [F3], a list of the files in the current directory will be shown on your screen. This is the File Selection Menu. To look through the available files, use the up and down arrow keys, as well as [PgUp] and [PgDn].

This menu is used to display the filenames on the disk, in any directory you choose. It is also used to select files to be sent. For complete details on this menu, see Chapter Ten.

FxBook**F4**

Press [F4] to go to the Destination Selection Menu (the FaxBook). This is where you add, store, select, and modify fax number records. It is explained in Chapter Eleven.

Schedule**F5**

To schedule your fax transmissions to take place at a later time or date, press [F5]. This is an advanced feature, and is explained in detail in Chapter Fourteen.

Configuration**F6**

Press [F6] to go to the System Configuration Menu. This is explained in detail in Chapter Seven. This menu is where you set default settings that are not often changed, such as your COM port number or dial type.

Editor**F7**

Press [F7] to go to the text editor. This allows you to create and/or edit text files without exiting from BitFax/SR. It is explained in detail in Chapter Nine.

Log**F9**

When you press [F9], you are shown the Transmit Status Log. It is a report of all attempted fax transmissions, and their status. It also contains other information about each transmission. From the Transmit Status Log you can go to the Receive Status Log. For more information about the logs, see Chapter Twelve.

Exit**F10**

Press [F10] to exit from BitFax/SR. Make sure you have saved any parameters you want to keep before you press this key. You will be asked if you are sure you want to exit. Press [Y].

Selecting and Completing Menu Fields

The choices on this menu are selected by typing the text that is desired, or by making selections from other menus. To move from field to field, press the up or down arrow keys. Also, you can move to the next field by pressing [Enter].

File Name

In this field type the name of the file to be sent. It has a maximum of 36 characters available. Type in the complete filename, including the extension. If the file is not in the current directory, type in the full pathname. For instance, to send the file *TEST.DAT*, in the *DATA* directory of *Drive C*, the filename would be:

C:\DATA\TEST.DAT

Instead of typing a filename, you can also select one or more from the File Selection Menu. This is brought up by pressing [F3]. See Chapter Ten for complete details on using the File Selection Menu.

Fax Number

Use this field to type in the number of the fax machine you want to send a file to. Include a "1" at the beginning of the number if it is required in your area. Also include an area code, if it is different from your own. This field has a maximum of 36 characters.

You can also select a fax number record, or a group of records, from the FaxBook. The FaxBook is accessed by pressing [F4], which takes you to the Destination Selection Menu. For information about the FaxBook, see Chapter Eleven.

The number entered in this field will be use in conjunction with the *Outside Line Access #*, the *Long Distance Access #*, and the *Credit Card #* fields. BitFax will dial the *Outside Line Access #* first, followed by the *Long Distance Access #*, followed by the *Fax Number*, and end with the contents of the *Credit Card #* field.

File Type

The choices for this field are ASCII, PCX, IMG, FAX, TIFF, DCX, and TIFF-F, and is selected automatically by the program. It cannot be completed by the user. The supported file types are explained in detail in Chapter One.

Start Page

This option is used if you only want to send part of a multi-page file. Filling in a number other than 1 will cause the program to start sending the file at the page number specified. If you want to send all pages of a file, leave this set to the default of 1. Any number between 1 and 254 can be entered.

End Page

This option is used if you only want to send part of a multi-page file. Setting it at a number other than 255 will cause BitFax/SR not to send any pages of the file after the page number specified. If you want to send all pages of a file, leave it set at the default of 255. Any number between 1 and 255 can be entered. The number entered here must be larger than the number shown in Start Page field described above. BitFax/SR can't send files longer than 255 pages.

THE SYSTEM CONFIGURATION MENU

Introduction

When you press [F6] from the Main Menu, you will be taken to the System Configuration Menu, as shown below.

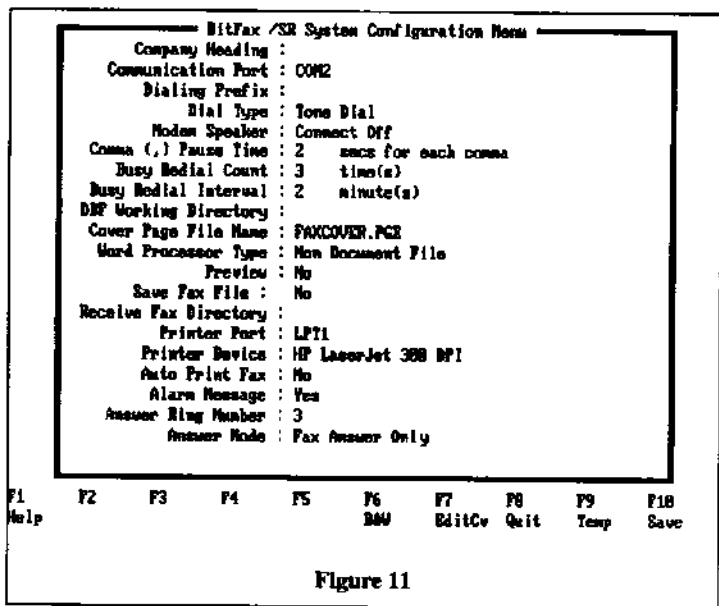


Figure 11

This menu is used to set up parameters that will be used whenever you use BitFax/SR. Once configured, they are not normally changed. The top portion of the menu deals with the send functions of BitFax/SR. The lower portion relates to receiving fax messages.

Functions Available

There are seven functions available for use in this menu. They are:

<i>F1</i>	<i>Help</i>
<i>F5</i>	<i>Adv</i>
<i>F6</i>	<i>B&W/Color</i>
<i>F7</i>	<i>Edit Cv</i>
<i>F8</i>	<i>Quit</i>
<i>F9</i>	<i>Temp</i>
<i>F10</i>	<i>Save</i>

Help

F1

When you press [F1], you will be shown a help screen for this menu. To return from the help screen to the menu, press [Esc].

Adv

F5

Pressing the [F5] key will take you to the Advanced Configuration Menu. This menu is explained in detail in Chapter Eight.

B&W/Color

F6

This is a toggle command for your display. If you want the display black and white (monochrome), leave it set at the default of B&W. To display the program in color, set this to Color by pressing [F6].

Edit Cv

F7

This command is used to access the Cover Page Editor. The default filename is FAXCOVER.PGE.

You may want to access the Cover Page Editor to insert text into fields which will not be changed frequently, such as the *From*, *Fax Number*, *Phone Number* and *Logo File* fields.

From:

This is for two lines of text, used for the name of the person and company the fax is being sent from.

Fax Number:

This is used for your fax number.

Phone Number:

This is used for your voice telephone number.

Logo File:

This field is used for the name of a graphics file that contains a logo or other graphics picture you want to include on the cover page. The file used can be any of the following types: PCX, TIFF, IMG, DCX, TIFF Bi-Level and Pad Bit, or TIFF Class F. If the logo file you wish to send is not located in the current directory, be sure to put the path in before the filename. A logo file can be created by using BitPaint, a scanner or your favorite paint program.

Because the other fields often change with each fax sent, you may wish to leave these alone when accessing the Cover Page Editor. Each time you go through the process of sending a fax you will be shown the Cover Page, and you can change these fields at this time if you choose. These fields are:

Date:

This is completed automatically with the current date, based on the computer's clock. It can be changed if you choose to.

To:

This is for two lines of text, used for the name of the person and company the fax is being sent to. The first line is filled in automatically with the contents of the *Name* field of the selected fax number record.

In the same manner the second line will be filled with the contents of the *Company* field.

Message:

This field is for up to three lines of text. It can be used for any type of message that you choose.

Quit F8

When you press [F8] from this menu, you will be returned to the Main Menu. Any changes you have made (that have not been saved) will be lost. If you have made changes that you want to save use the [F10] key instead.

Temp F9

Pressing [F9] will save any changes that you have made on this menu, but only temporarily.

They will be saved only for the current session. Once you have exited from BitFax/SR (with [F10] from the Main Menu), the settings will return to their prior configuration.

Save F10

When you press [F10], the parameters shown are saved to disk, and you are returned to the main menu. Until you do this, any changes you make are not saved permanently.

Selecting and Completing Menu Parameters

Choices on this menu are selected in one of two ways. Some fields, like the *DBF Working Directory* field, are text fields. In these, simply type the text desired. Other fields, like the *Dial Type* field, are selectable fields. On these, the selected setting is displayed. To select a different option, press the right or left arrow keys. You may also display field choices by pressing the space bar. To move from field to field in this menu, press the up or down arrow keys.

Send Fax Options

The parameters in this section describe how BitFax/SR works when sending fax messages. These parameters are:

<i>Company Heading</i>	<i>Busy Redial Interval</i>
<i>Communication Port</i>	<i>DBF Working Directory</i>
<i>Dialing Prefix</i>	<i>Cover Page File Name</i>
<i>Dial Type</i>	<i>Word Processor Type</i>
<i>Modem Speaker</i>	<i>Preview</i>
<i>Comma (,) Pause Time</i>	<i>Save Fax File</i>
<i>Busy Redial Count</i>	

Company Heading

In this field, you can insert a line of text to identify your company, your receiving fax number, or any other information you choose. This line will appear at the top of every fax page that is sent. There are 35 characters available in this field.

Communication Port

This field is where you select the COM port number your fax modem is configured to. The options are COM1, COM2, COM3, and COM4. The default is COM2. Change this if your fax modem is configured to a different port number. Press the left or right arrow keys, and then press [Enter] when the correct port is shown.

Dialing Prefix

In this field, you can type in "AT" commands to be sent to your fax modem. This field is optional. The *Dialing Prefix* will be sent before the *Outside Line Access #*, the *LD Access Code*, the *Credit Card #*, and the actual fax number, in that order. Most of these fields are explained in the next chapter.

You only need to use this dialing prefix if you want to specify AT commands other than those sent to the modem automatically by BitFax, such as disabling call progress monitoring or disabling busy detect.

This string must begin with AT (Attention), and end with either DT (Dial Tone) or DP (Dial Pulse). Consult your hardware manual for information about AT commands that are supported by your particular fax modem. All letters must be upper case.

You might want to use this, for instance, to change the volume of the modem. Since the command for maximum volume is L3, the Dialing Prefix would be *ATL3DT*.

If the string entered here is in conflict with the *Dial Type* or *Modem Speaker* fields, the *Dialing Prefix* will be used, and other options ignored.

CAUTION: This field should be left blank unless you are familiar with AT commands and programming a Hayes compatible modem. If invalid data is used, BitFax/SR and your fax modem will not work.

Dial Type

The choices in this field are Tone Dial and Pulse Dial. The default setting is Tone Dial. If you must use pulse (rotary) dialing, press the right or left arrow keys to change this option to Pulse Dial. Otherwise, leave it set at Tone Dial.

Modem Speaker

The choices here are Connect Off, Speaker On, and Speaker Off. The default setting is Connect Off. Connect Off will begin dialing with the speaker on, then turn the speaker off when a connection has been made. If you want the modem speaker to be silent at all times, press the right or left arrow keys to change this option to Speaker Off. If you want the modem speaker to be on at all times, change it to Speaker On.

Comma (,) Pause Time

This field is used to set the amount of time the modem will pause when it encounters a comma in the dialing string. The dialing string consists of the contents of the *Dialing Prefix*, the *Outside Line Access #*, the *LD Access Code*, the *Credit Card #* field, and the *Fax Number* field, in that order. You can use any number in this field from 1 to 254. The default setting is 2 seconds.

Busy Redial Count

This field determines how many times BitFax/SR will redial a fax number if it was busy. The default is 3. If you want to change this, type in the new number.

Busy Redial Interval

This field is used to determine the amount of time that will elapse (in minutes) before BitFax/SR will redial a busy fax number. The default is 2 minutes. We recommend this not be set any lower.

DBF Working Directory

You should insert the pathname in this field where the FaxBook file (*FAXBOOK.DBF*) is located. There are 38 characters available in this field. For instance, if *FAXBOOK.DBF* is in the *DATA* directory of Drive C, this field should show:

C:\DATA

If *FAXBOOK.DBF* is in the current directory, this field should remain blank. If you type a pathname that does not exist, an error message will appear. Press any key, and retype the name correctly.

Cover Page File Name

This field contains the name of the file the cover page is saved under. The default name is *FAXCOVER.PGE*. When the Cover Page command is used, the file named here is the one that will be created or edited.

Word Processor Type

This field tells BitFax/SR which word processor you use to create the documents you send as fax messages. BitFax/SR will read your formatted document files, and fax them without you having to convert them to an ASCII format first.

The default file type is Non Document File, which is a printable ASCII text file. To select other types, press the right or left arrow keys to toggle through the choices of WordStar 2.2x - 4.0, WordPerfect 5.1, MS Word 4.0, and MultiMate 3.3. When you select a file from the File Selection Menu, BitFax/SR will detect your word processing files based on the type selected here. Because more word processor choices will be added to BitFax after this manual has been written, always check the README documentation to check if your word processor is now supported.

Preview

Preview is a feature which allows you to view a fax and see what it will look like when it is received. You can view the fax before the file is converted to .BFX format.

If this field is set to Yes (the default), you will be asked whether or not you want to preview whenever you send a fax. If this field is set to No, you cannot preview a fax before it is sent.

Save Fax File

Save Fax File allows you to save the file you send in a fax format. This saves time if you are going to send the file again at a later time, since it will not have to be converted again.

If this field is set to Yes (the default), transmitted files will be saved in a fax format after they are sent with an extension of .BFX. If this field is set to No, fax format files are not saved.

Receive Fax Options

The following parameters determine how BitFax/SR will work when receiving fax messages. These parameters are:

Receive Fax Directory
Printer Port
Printer Device
Auto Print Fax

Alarm Message
Answer Ring Number
Answer Mode

Receive Fax Directory

In this field, insert the pathname you want received fax files to be saved to. If the field is left blank, received fax files will be saved to the current directory. If you are using the DOS *Set Environment* command described in Chapter Two, it will take precedence over the contents of this field.

Printer Port

Select here the port number your printer is connected to. The default is LPT1. Press the right or left arrow keys to show the other options of LPT2 and LPT3. If your printer is connected to a port other than LPT1, change this field to the correct port number.

Printer Device

Select a printer device in this field, depending upon the type of printer you are using. Press the right or left arrow keys to switch between the four choices of Epson Dot Matrix 9 Pin, HP LaserJet 150 DPI, Epson Dot Matrix 24 Pin, or HP LaserJet 300 DPI. The default setting is Epson Dot Matrix 9 Pin.

Auto Print Fax

This field is used to select whether or not incoming faxes will be automatically printed when they are received. If set to No, they will not be automatically printed. If Yes, they will be printed when received. The default setting is No. We recommend using the default setting to conserve your paper. You can print faxes after having viewed them with ViewFax.

Alarm Message

In this field, select whether or not a message will be displayed on your screen when a fax is being received. If it is at the default of Yes, a message will appear on your screen when a fax is being received, even if you are using another program. If it is set to No, a message will not be displayed when a fax is being received.

Answer Ring Number

This field is where you set how many times the phone will ring before your fax modem answers an incoming fax call. The default is 3. This parameter may be changed to any number between 1 and 9.

Answer Mode

This field determines what type of calls your modem will communicate with. The choices are *Fax Answer Only* (the default), *Data Answer Only*, *Fax/Data Answer*, or *No Answer*. There is not an option to answer voice calls because this can only be done if supported by your modem hardware. The choices are explained below.

Fax Answer Only

When this field is set at the default, your fax modem will only answer fax calls. If a data or voice call comes in on this line, BitFax will answer, attempt to negotiate, determine it is not a fax call, and hang up. If you are receiving faxes from older model fax machines, use this setting as some of those models do not like modem pitch sounds, and will not transmit.

Data Answer Only

When this field is set to *Data Answer Only*, it will only answer data (modem) calls. You must have a communications program, such as BitCom, set up to answer in order to communicate with data calls.

Fax/Data Answer

When this field is set to *Fax/Data Answer*, your fax modem will answer both types of calls. If it is a fax call, BitFax will answer, negotiate, and receive the fax. If it is a data call, you must have your communications program in an answer mode to receive the call. The call will then be passed to your data communications program.

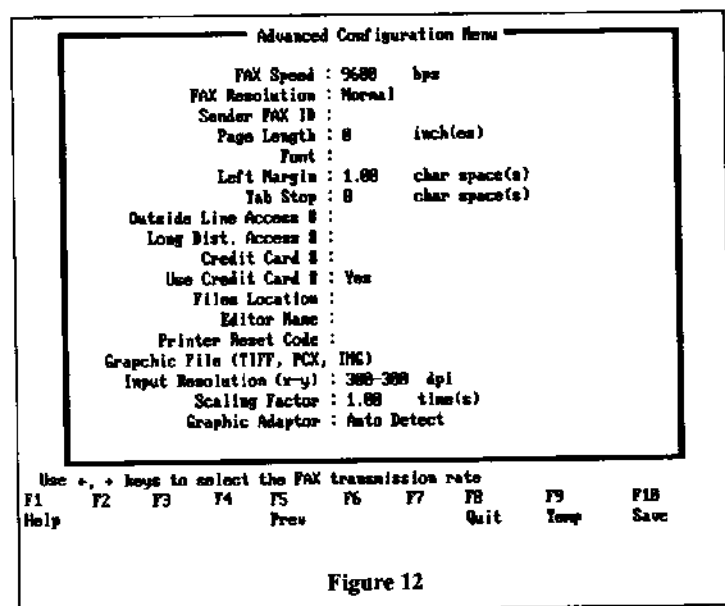
No Answer

If this field is set to *No Answer* your modem will not answer any incoming calls. If you absolutely must share your modem line with a voice line, use this option. When you want to receive a fax you will have to go into BitFax, change this field to *Fax Answer Only* (or *Fax/Data Answer*), and activate RecvFax. After transmission is completed, change this field back to *No Answer*.

THE ADVANCED CONFIGURATION MENU

Introduction

When you press [F5] from the BitFax/SR System Configuration Menu, you will be taken to the Advanced Configuration Menu, as shown below.



This is a continuation of the System Configuration Menu. It will allow you to set up the parameters which are used when accessing the advanced features available with BitFax/SR.

Functions Available

There are five functions available for use in this menu. They are:

<i>F1</i>	<i>Help</i>
<i>F5</i>	<i>Prev</i>
<i>F8</i>	<i>Quit</i>
<i>F9</i>	<i>Temp</i>
<i>F10</i>	<i>Save</i>

Help

F1

When you press [F1], you will be shown a help screen for this menu. To return from the help screen to the Advanced Configuration Menu, press [Esc].

Prev

F5

Pressing the [F5] key will return you to the primary System Configuration Menu. This menu is explained in detail in Chapter Seven.

Quit

F8

When you press [F8] from this menu, you will be returned to the BitFax/SR Main Menu. Any changes you have made will be lost. If you wish to save any changes you have made, use the [F10] key instead.

Temp

F9

Pressing [F9] will save any changes that you have made on this menu, but only temporarily. After pressing this key you will be returned to the Main Menu.

They will be saved only for the current session. Once you have exited from BitFax/SR, the settings will return to their prior configuration.

Save**F10**

When you press [F10], the parameters shown are saved to disk, and you are returned to the Main Menu. Until you do this, any changes you make are not saved permanently.

Selecting and Completing Menu Parameters

Choices on this menu are selected in one of two ways. Some fields, like the *Outside Line Access Number* field, are text fields. In these, simply type the text desired. Other fields, like the *FAX Speed* field, are selectable fields. In these, the selected setting is displayed. To select a different option, press the right or left arrow keys. You may also use the space bar while highlighting a field to view the available options. To move from field to field in this menu, press the up or down arrow keys.

Send Fax Options

The parameters in this section describe how BitFax/SR works when sending fax messages. These parameters are:

<i>FAX Speed</i>	<i>Outside Line Access #</i>
<i>FAX Resolution</i>	<i>Long Distance Access #</i>
<i>Sender FAX ID</i>	<i>Credit Card #</i>
<i>Page Length</i>	<i>Use Credit Card #</i>
<i>Font File</i>	<i>Files Location</i>
<i>Left Margin</i>	<i>Editor Name</i>
<i>Tab Stop</i>	<i>Printer Reset</i>

Fax Speed

This field is used to indicate at what speed you wish to transmit at. The default will automatically set to the speed of your fax modem. If you are having a problem sending a fax because of poor line quality, etc., you may use this option to force your fax modem to transmit at a lower baud rate.

Fax Resolution

The choices for *Fax Resolution* are Normal and Fine. Normal resolution is 100 DPI, and is the default setting. Fine resolution is 200 DPI (twice that of normal). The transmission time for fine resolution will be twice as long as for normal. This parameter only affects the transmission of faxes and has no influence over how they are received.

Sender Fax ID

This field is for a line of text which identifies you, the sender, to the receiving fax machine. It is not the same as the *Company Heading* field that is found on the primary System Configuration Menu. This ID code will appear on the LCD of the receiving fax machine, or on the transmission report which some fax machines give after reception. The field length is 20 characters.

Page Length

The *Page Length* field is used to tell BitFax/SR how long you want each transmitted page to be. The default length is 0 inches, which causes BitFax to cut off the paper directly after the last line of text, or the last line of a graphic. If you select 11 inches, each page you send will arrive at its destination 11 inches in length. If you have entered a number which is less than the actual printed page length, BitFax will disregard this field and send the entire document, cutting off the paper after the last line, as though the field had said 0.

Font File

The *Font File* field indicates to BitFax what font to use when sending a text document. You can send a document with one font only. Highlight the field and press the space bar to view a list of available fonts. The options are:

Fax Font

This is the standard font that a text document will be sent in. Whenever you fax a text document, whether it be an ASCII file, a WordPerfect file, or any other compatible word processor file, it will be given this font when it is converted to fax format. Refer to Appendix C to view a character set of this font.

PrintCap Font

This font will be used whenever you fax a document you have created with the Print Capture utility. For example, if you use Print Capture to make a faxable MS Works file, when it is transmitted it will be in this font. For more information about Print Capture, refer to Chapter Nineteen. To see the character set for the PrintCap font, refer to Appendix C.

Bitstream Fonts

The Bitstream Fonts are fonts that Bitstream, Inc. has designed exclusively for use with BitFax/SR. They have an extension of .FNT. If you purchase one of these fonts and install it in your BitFax/SR sub-directory, you will be able to use the font to transmit a text document. Highlight the *Font File* field and press the space bar to see a list of available fonts. For a brochure on available fonts, call or write BIT Software.

Left Margin

In this field you can type in the amount of space, measured in inches, you want BitFax to add to the left side of a document. This measurement is only applicable to ASCII documents, and does not affect the margin on a graphic.

You can use this field if after doing a preview of an ASCII document you realize that the margin is too far to the left. By entering a measurement in this field you can add a left margin to your document.

Tab Stop

In this field you can type the amount of space you want BitFax/SR to assign to any Tab Stop characters it finds, measured in character spaces. This field is similar to the *Left Margin* field in that it applies only to ASCII documents.

This field is useful if you wish to have a tab stop in your document, but in conversion to ASCII you have lost your formatting. By entering a measurement in this field, BitFax will apply the appropriate amount of character spaces to any tab stop characters it encounters.

Outside Line Access #

In this field, you can type in any numbers that you need to dial before dialing an actual fax number. For instance, if you need to dial a 9 in order to get an outside line, type:

9,

in this field. This field can contain up to 24 characters. The comma would pause for two seconds. Instead of a comma, you could use the letter W, which would wait for a dial tone.

Long Distance Access #

If you need to type a long distance access number, such as MCI or Sprint, it should be entered here. In many cases, you need to dial certain numbers before you dial the destination fax number, such as 1 or an access number for a long distance carrier.

Credit Card #

If you want to charge your call to a long distance credit card, insert the card number in this field. This field can contain up to 30 characters. You may want to start this field with a W to wait for a dial tone before these numbers are dialed.

If the credit card tone generated by your phone company is not recognized as a dial tone by the modem, you may want to begin this field with a comma to wait a specified period of time instead of using W.

Use Credit Card #

This field determines whether or not the contents of the *Credit Card #* field will be used. If it is set to Yes (the default), the contents will be used. If you do not want the credit card # to be used, press the right or left arrow keys to toggle this field to No.

Files Location

In this field insert the path to the directory that contains the files you will want to select and send most frequently. If you have entered a path here, when you go to the File Selection Menu from the Main Menu, these files will be listed. There are 38 characters available in this field. For instance, if the files to be sent are located in the *LETTERS* directory of *Drive C*, this field should show:

C:\LETTERS

Be sure to enter the entire pathname if your files are located in a directory that is different from where you normally run BitFax. If you do not have the full pathname, BitFax automatically defaults to the current directory. Only use this field if you *frequently* send files from a particular sub-directory. If you typically send files from many different sub-directories, leave this field blank and use the Change Directory choice on the File Selection Menu instead.

Editor Name

This field is for a line of text which indicates the path and directory name of your most often used editor. This is an optional field. If you have nothing entered here, BitFax automatically defaults to the BitFax editor. If you use WordPerfect 5.1 and it is in the *WP5* directory on your hard drive, you would enter on this field:

C:\WP5

This field is activated when you push the [F7] key at the BitFax/SR Main Menu.

Printer Reset Code

This field is used to enter the escape sequence or the command code for resetting your printer. The characters entered in this field must be in decimal form. The escape sequence is different for every printer, and is found by reading your printer manual or by calling your printer manufacturer.

This is an advanced feature of BitFax/SR, and should only be used if all other attempts to print are unsuccessful.

Options for Graphics Files

The following parameters determine how BitFax/SR will work when sending .TIFF, .PCX, or .IMG graphics files. These parameters are:

Input Resolution
Scaling Factor
Graphics Adapter

Input Resolution

The *Input Resolution* refers to how many dots per inch there are on the X and Y axis of a graphic. The default is 300-300, which is the standard resolution of a graphic file from a handy scanner. The range for this field is anywhere between 75-75 and 999-999.

This field is useful if you are using a scanner to scan an image into a graphics program. If the scanner is operating at 600-600 DPI, then you can change this field to match that of the scanner allowing you to fax a better representation of your image. This is also used to control the aspect ratio (width and height) of a graphic picture. If the circle in your picture comes out oval when faxed, adjust this parameter.

Scaling Factor

By entering a number into the *Scaling Factor* field, you indicate to BitFax/SR how many times by which you wish to multiply a graphic image. The range for this field is between 0.3 and 5.

If you have large graphic which you wish to fax, but want it to transmit at a smaller size, you can multiply the image by 0.3, which will cause BitFax to reduce the image to 1/3 the original size. You can also use this field to increase the size of a graphic by entering a number larger than 1.00.

Graphics Adapter

This is a select field type which will indicate to BitFax what type of monitor and adapter you use. This is an autodetect field, so in most cases you will not need to change this parameter at all. BitFax will set it for you. If you use an auto-sensing graphics card such as Paradise or an ATI, you must adjust this field to match your configuration.

THE TEXT EDITOR

Introduction

When you select the [F7] key from the Main Menu you will be taken to an editor. The editor you use will depend upon whether or not you have entered a path and filename for your favorite editor in the Advanced Configuration Menu. If you have, you will be taken to that editor. If you have left this field blank, you will be taken to BitEdit, the BitFax/SR text editor.

Using Your Editor

If you have entered a path to an editor in this field, you will be taken to that editor when you press the [F7] key. For example, if you have entered 'C:\WP51' in this field, when you press [F7], BitFax will look in the root directory of the C drive for the 'WP51' directory.

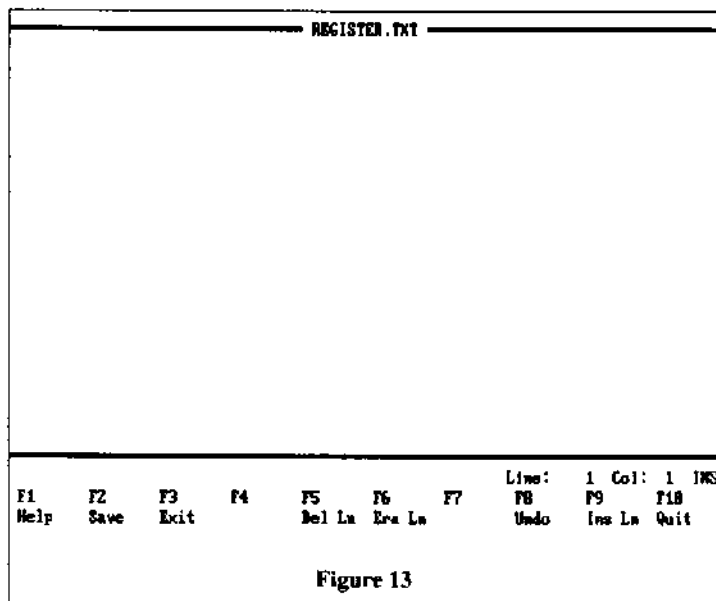
Using BitEdit

The BitFax/SR Text Editor allows you to easily create and/or edit text messages without having to use a separate editor or word processor.

To access BitEdit, press [F7] from the Main Menu. You will be prompted for a filename. Type a filename, and press [Enter]. If the name of a file is already in the 'File Name' field, you will not be given this prompt. Instead that file will be automatically loaded into BitEdit.

Screen Explanation

The BitEdit screen will be displayed as shown in Figure 13. The top of the screen will show the filename. The cursor position by line and column number is shown in the lower right corner of the screen.



The insert indicator is just to the right of the cursor position display. The editor will be in the Insert Mode when it is started. This is indicated by the *INS* showing just to the right of the cursor position display.

When typing, you must press [Enter] at the right edge of the screen to bring the cursor to the beginning of the next line.

Cursor Positioning Commands

The cursor positioning commands available while using the text editor are:

<i>Up Arrow</i>	Move cursor up one line.
<i>Down Arrow</i>	Move cursor down one line.
<i>Right Arrow</i>	Move cursor one position to the right.
<i>Left Arrow</i>	Move cursor one position to the left.
<i>Home</i>	Move cursor to the beginning of the current line.
<i>End</i>	Move cursor to the last position of the current line.
<i>PgUp</i>	Move cursor up one screen.
<i>PgDn</i>	Move cursor down one screen.
<i>Ctrl-Home</i>	Move cursor to the beginning of the file.
<i>Ctrl-End</i>	Move cursor to the end of the file.
<i>Ctrl-PgUp</i>	Move cursor to the top of the window.
<i>Ctrl-PgDn</i>	Move cursor to the bottom of the window.
<i>Ctrl-RtArr</i>	Move cursor to the beginning of the next word.
<i>Alt-C</i>	Move current line to the center of the screen.
<i>Alt-G</i>	Move the cursor to a particular line number. When you give this command, you will be asked for the line number. Type the number, then press [Enter].

Editing Commands

In addition to the positioning commands shown earlier, the text editor has the following commands available.

Delete Character *Del*
Press [Del] to delete the character at the cursor position. When you do this, text to the right of the cursor will be shifted one position to the left.

Insert Toggle *Ins*
Press [Ins] to toggle the insert mode on or off. Insert Mode is On when INS is displayed next to the line and column number.

Help *F1*
Press [F1] to see a help screen for the editor. To return to the editor from the help screen, press [Esc].

Save *F2*

Press [F2] to save the currently shown file to disk. This command does not exit you from the editor.

Exit *F3*

Press [F3] to exit from editor and save the file to disk.

Delete Line *F5*

Press [F5] to delete the line the cursor is located on. Lines below the cursor position will be moved up one line.

Erase *F6*

Press [F6] to erase text from the cursor position to the end of the current line.

Undo *F8*

Press [F8] to undo changes made on the current line. This must be done before you move the cursor to the next line.

Insert Line *F9*

Press [F9] to insert one blank line below the current cursor position. Lines below the cursor will be moved down one line.

Quit *F10*

Press [F10] to quit the current session of the editor. This command does not save the file, so use the Save command first or changes you have made will be lost.

When you have completed a document in BitEdit, press [F2] to save the file, and [F3] to exit. You will be returned to the main menu. The filename of the new document will automatically appear in the 'File Name' field.

THE FILE SELECTION MENU

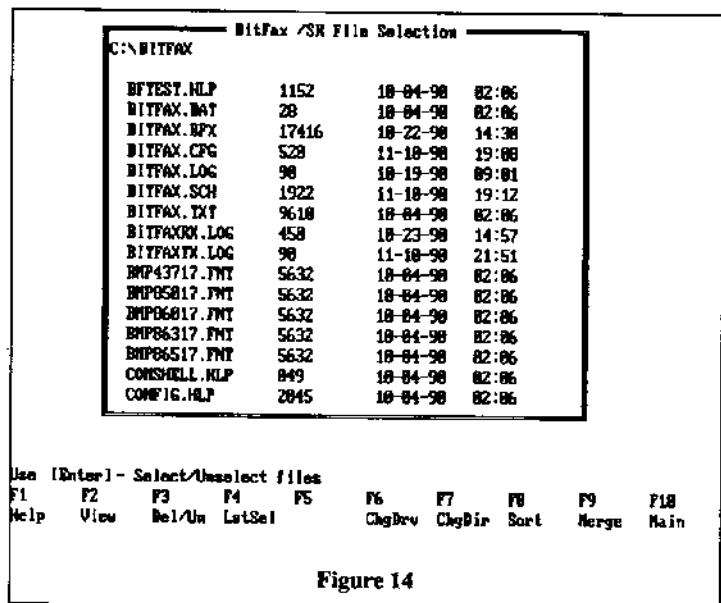
Introduction

The File Selection Menu allows you to select files to send from a list of available files. Initially, it displays those in the current directory. You can select just one file, or a group of files to send. This menu allows you to see the files in your current directory, as well as those in any other drive or directory you choose.

This menu also allows you to view files before selecting them. This is helpful if you are not sure of the contents of a particular file.

The menu has a box showing filenames in the current directory, except those files with extensions of .COM, .EXE, or .OBJ.

When you select [F3] from the Main Menu, the File Selection Menu will appear as shown in Figure 14.



Functions Available

The functions available in this menu are:

<i>Select</i>	<i>Enter</i>	<i>LstSel</i>	<i>F4</i>
<i>Unselect</i>	<i>Enter</i>	<i>ChgDrv</i>	<i>F6</i>
<i>Tag</i>	<i>T</i>	<i>ChgDir</i>	<i>F7</i>
<i>Help</i>	<i>F1</i>	<i>Sort</i>	<i>F8</i>
<i>View</i>	<i>F2</i>	<i>Merge</i>	<i>F9</i>
<i>Edit</i>	<i>F3</i>	<i>Main</i>	<i>F10</i>

Select **Enter**

The [Enter] key is used to select a file. When selected, the filename will have a small triangle appear to the left of the filename. Highlight the filename to select by using the up or down arrow keys. When it is highlighted, press [Enter].

BitFax/SR will not show files with extensions of .COM, .EXE, or .OBJ. Do not attempt to select or send these file types using BitFax/SR. Also, BitFax/SR cannot send archived files. These files usually have an extension of .ARC or .ZIP. For a detailed explanation of supported file types, see Chapter One.

Do not use the Select function if you want to use the Mail Merge feature. Use the Merge function instead. This function is explained in detail in Chapter Twelve.

Unselect

Enter

To unselect a file, highlight a selected file by pressing the up or down arrow keys. Press [Enter]. The triangle next to it will be removed.

Tag

T

Instead of pressing [Enter] to select files, you can press [T] to tag files together. This allows you to send multiple files (for instance, text and graphics), on one page.

Press [Enter] to select the last file that should be on that page. Chapter Thirteen contains complete information about this feature.

Help

F1

When you press [F1], a help screen is shown for the File Selection Menu. To return to the menu from the help screen, press [Esc].

View (View a File)

F2

Press [F2] to view a file without selecting it. To do this, highlight the file you want to view by pressing the up or down arrow keys.

When the filename is highlighted, press [F2]. The file will be displayed on the screen exactly as it will look when it is received. While it is displayed, you can look through it by using [PgUp] and [PgDn]. The arrow keys cannot be used. To return to the File Selection Menu from viewing a file, press [Esc].

A file cannot be edited while you are viewing it. To edit a text file, use the appropriate word processor or a text editor such as BitEdit. See Appendix B for additional information about text files. If you need to edit a graphics file, use the appropriate graphics program.

Edit

F3

When you press the [F3] key at the File Selection Menu, you will invoke BitEdit while loading the file currently selected.

LstSel (List Selected Files)

F4

Press [F4] to show a list of selected files. When you press [F4], a window will appear on the screen showing all selected filenames. This command cannot be used until you have selected files.

While this window is on the screen, you can press [F1] to see a help screen about file selection. To return from the help screen, press [Esc].

If you want to unselect a file, highlight the filename by pressing the up or down arrow keys. When it is highlighted, press [Enter]. Press [F10] to return to the File Selection Menu.

ChgDrv (Change Drive)

F6

Press [F6] to view and/or select files and directories from a drive other than the current one.

Press [F6], then the right or left arrow keys to toggle through the available drives of A - Z. The selected drive will be displayed.

Press [Enter] to change to the drive that is displayed. Press [Esc] to return to the File Selection Menu without changing drives.

ChgDir (Change Directory)

F7

Press [F7] to display files located in a different directory. You will be shown a "tree" of your sub-directory structure. At the bottom of the screen, there is another box showing the complete pathname of the directory that is currently highlighted.

To change to a different directory, press the up, down, right, or left arrow keys. When the directory you want to change to is highlighted, press [Enter].

Once you have changed to another directory, the files located there will be displayed in the File Selection Menu. Select files to send in the same manner as shown earlier in this chapter.

Sort

F8

Press [F8] to sort the currently shown directory. You may want to do this in order to more easily locate files. To begin the sort, press [F8]. A dialog box will appear asking how the files should be sorted. You can sort by Name, Extension, Ascending or Descending Date, and Ascending or Descending Time. The sort types are explained below:

Name

When you sort by *Name*, the directory will be sorted in alphabetical order according to the filename.

Extension

When you sort by *Extension* the directory will be sorted in alphabetical order according to the filename extension.

Date

When you sort the directory by *Date*, you can either do this in ascending or descending order.

Time

When you sort by *Time* you again have the choice of sorting in ascending or descending order.

Press the right or left arrow keys to toggle through the choices. When the correct choice is displayed, press [Enter]. If you change directories after sorting, the sort will be lost.

Merge

F9

Press [F9] to merge text files with selected records from the Fax Number database. This is an advanced feature, and is covered in detail in Chapter Twelve.

Main

F10

When you press [F10], you will be returned to the Main Menu. The selected filename will be displayed in the *File Name* field on the Main Menu. If you have selected more than one file, the first filename will be displayed in this field, with the words "Multiple Files" appearing below it.

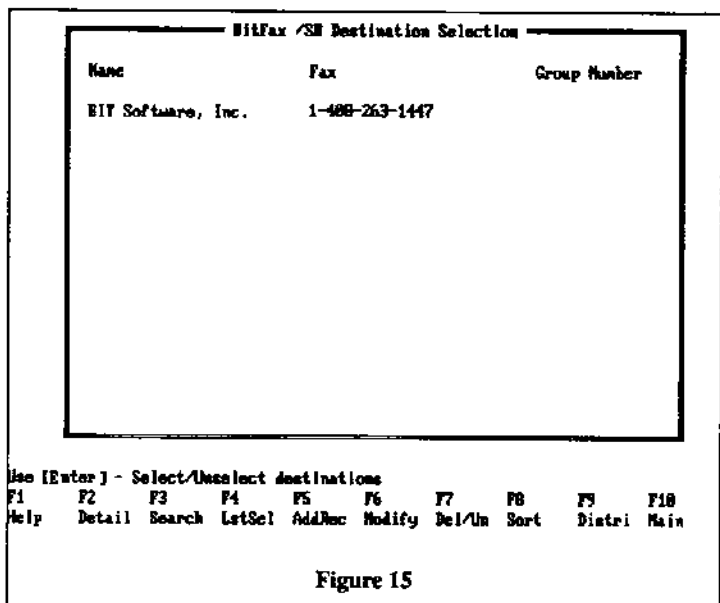
THE DESTINATION SELECTION MENU

Introduction

The Destination Selection Menu (FaxBook) is actually a separate database file containing the numbers of fax machines that you regularly send messages to. Along with the fax number, it can also contain name and company information.

Press [F4] from the Main Menu to access the FaxBook. The first time you open this file you will be asked if you wish to create the FaxBook. If you hit Y for yes the BitFax/SR Destination Selection Menu will be created. If you have already followed the tutorial for sending a fax in Chapter Four, there is already a FaxBook created and a record for BIT Software's FAX number.

The records you create will appear in the box on this menu. They are contained in the *FAXBOOK.DBF* file. The size of your FaxBook is only limited by the available space on your disk.



Functions Available

The actions that can be performed from this menu are:

<i>Enter</i>	<i>Select</i>	<i>F5</i>	<i>AddRec</i>
<i>Enter</i>	<i>Unselect</i>	<i>F6</i>	<i>Modify</i>
<i>F1</i>	<i>Help</i>	<i>F7</i>	<i>Del/Un</i>
<i>F2</i>	<i>Detail</i>	<i>F8</i>	<i>Sort</i>
<i>F3</i>	<i>Search</i>	<i>F9</i>	<i>Distri</i>
<i>F4</i>	<i>LstSel</i>	<i>F10</i>	<i>Main</i>

Select/Unselect

Enter

Select an existing record by pressing [Enter]. Highlight the record by pressing the up or down arrow keys. Press [Enter]. A small triangle will appear to the left of the record. Repeat this process to select additional records.

To unselect a record, highlight a selected record by pressing the up or down arrow keys. Press [Enter]. The triangle next to the name will be removed.

Help F1

When you press [F1], you will be shown a help screen for the Destination Selection Menu. To return to the menu, press [Esc].

Detail F2

When you press [F2], you will be shown more information about the highlighted record. Highlight the record by pressing the up or down arrow keys. When you press [F2], a window will appear showing the Name, Company, Description, Fax Number and Group Number of that record. Press [Esc] to return to the Destination Selection Menu. You cannot use this function to make changes to a record. To make changes use the Modify function.

Search F3

Press [F3] to search for a record by Name. To start the search, press [F3]. A window will appear asking for the name you want to search for. Type in the name (or a portion of it), and then press [F3] or [Enter]. If you want to stop the search, press [Esc].

The Search feature is not case-sensitive. In other words, if you are looking for the name of "Bit," you can search for "BIT," "bit," or "Bit."

The first matching record will be highlighted. If you want to continue searching for the same string, press [F3] again. If BitFax/SR cannot find a matching record, a message appears in the lower right corner of the screen showing that it could not find a match. Press any key to return to the menu functions.

LstSel (List Selected Records)

F4

Press [F4] to list selected records. When pressed, a window will appear showing the selected records. The first record will be highlighted. You cannot use this command until you have selected at least one record.

When the "Selected" window is displayed, there are two actions that can be performed. They are:

[Enter]	UnSelect
[F10]	Save

Press [Enter] to unselect a record from the "Selected" window. Highlight the record by pressing the up or down arrow keys. Press [Enter]. The record will be removed from the "Selected" list, and the triangle next to it will be removed from the fax number list.

Press [F10] to save selections and return to the Destination Selection Menu.

AddRec (Add a Record)

F5

Add records to the database by pressing [F5]. An Add Record window will appear in the middle of the screen. The record number will be in the lower right corner of this window. Move from field to field in this window by pressing the [Enter] key.

Fill in the *Name*, *Company* (optional), *Description* (for your own information), *Fax Number* and *Group Number* (optional).

In the *Name* field, type the person's name. It should be descriptive enough that you can identify the record by this information. What you type here will also appear on the first line of the "To:" field of your cover page when you send a fax. Press [Enter] to move to the next field.

In the *Company* field, type the corresponding company name. This is an optional field, so if there is no company name leave it blank. What you type here will appear on the second line of the "To:" field of your cover page.

In the *Description* field, fill in more detailed information about the company or person. The information in this field will not be displayed on the Destination Selection Menu, but is available by looking at the detail of the record, or when modifying it. The completion of this field is optional.

In the *Fax Number* field, type in the fax number. Include the area code only if it is different from your own.

The *Group Number* can be completed to indicate that this record is part of a distribution list.

A distribution list is a collection of records from the database which are grouped together. Instead of selecting the same records each time, you can simply select a group number.

For example, if you frequently send the same messages to 8 different people in the accounting department, include those eight records in a distribution list as Group 1. Group 2 might consist of 5 people in your sales department. Every time you need to send a message to the accounting department, simply select Group 1 as the destination.

BitFax/SR can contain up to five different distribution lists, numbered from 1 to 5. Each list can contain an unlimited number of records. A record can belong to more than one distribution list.

To assign a group number, either use the [F5] key when adding a new record, or the [F6] key to add a Group Number to an existing record.

To include a record on more than one distribution list, type in all group numbers the record should belong to, separated by spaces. When you complete this field, the group number(s) will be shown in the Group Number column on the Destination Selection Menu.

To remove a record from a distribution list, modify the record and delete its number in this field. The Modify command is explained below.

Press [F10] to save the record and return to the Destination Selection Menu, or [F8] to return without adding the record.

You may also add and delete Group Numbers by using the [Alt] key combined with the appropriate number. For example, to put BIT Software in Group 1, highlight the record and press the [Alt] key while pressing the [1] key on the top row of your keyboard. You will see a 1 appear in the *Group Number* field for BIT. To remove the group # assignment repeat the same process.

Modify (Modify a Record)

F6

Modify an existing record by pressing [F6]. Highlight the record to be modified by pressing the up or down arrow keys. Press [F6]. A Modify Record window will be shown on the screen. The record number will be in the lower right corner of this window.

Make any desired changes to the record. Use the up or down arrow keys to move from field to field. Press [F10] to save the new information, or [F8] to return to the Destination Selection Menu without saving the changes.

Del/Un (Delete/Undelete)

F7

Press [F7] to delete the highlighted record from the FaxBook. Highlight the record by pressing the up or down arrow keys. Then press [F7]. The record will show an asterisk (*) next to it. This indicates the record has been marked to be deleted.

If you have marked records to be deleted, but change your mind, highlight the record and press [F7] again to Undelete them. The asterisk will no longer be shown next to the record.

When you press [F10] to return to the Main Menu and records are marked to be deleted, BitFax/SR will ask if you really want to delete them. Answer Yes if you want the records to actually be deleted. This is similar to the PACK command in dBASE III.

If you want the records to remain in the database, but continue to be marked for deletion, then answer No. They will remain starred, but will not be removed.

Sort**F8**

Press [F8] to sort the records. They will be sorted by name, in alphabetical order. You may want to sort the database periodically to make the FaxBook easier to use.

Lower case letters will be sorted to come after upper case letters. Names that start with numbers will be sorted to come before those starting with letters.

Distri (Distribution List)**F9**

Press [F9] to select a distribution list as the destination. A window will appear giving you several options.

To select a different group number than the one displayed, press the right or left arrow keys to toggle through the numbers from 1 to 5. To select the group number shown, press [Enter]. To return to the FaxBook without selecting a distribution list, press [Esc].

Main**F10**

Press [F10] to return to the Main Menu. The record you have selected will have its fax number appear in the *Fax Number* field of the Main Menu. If you have selected multiple records, the *Fax Number* field will show "Multiple Destinations."

The FaxBook Structure

The FaxBook is saved in a dBASE III-type file, with the filename *FAXBOOK.DBF*. Since it is in a dBASE-type format, you can use dBASE III or a compatible utility to edit or sort the database.

You may also want to merge this file with another dBASE file. To do this, you need to use a utility program or the dBASE program itself (from Ashton-Tate). The resulting database file *must have the same field names as this file, and they must be the same length and type.*

You can also use an existing dBASE file, or a portion of one, to create the FaxBook. This can be done by using dBASE, a utility program, or BitFax/SR.

The file contains five fields, with the field's name, type and size as follows:

Field	Field Name	Type	Length
<i>Name</i>	<i>FAXNAME</i>	<i>Character/Text</i>	<i>20</i>
<i>Company</i>	<i>FAX_COMP</i>	<i>Character/Text</i>	<i>25</i>
<i>Description</i>	<i>FAX_DESCP</i>	<i>Character/Text</i>	<i>50</i>
<i>Distribution</i>	<i>FAX_GROUP</i>	<i>Character/Text</i>	<i>5</i>
<i>Fax Number</i>	<i>FAXTEL</i>	<i>Character/Text</i>	<i>35</i>

Creating Your Own FaxBook

If you want to use a database that is located in a different directory than BitFax/SR, or add more fields to the existing FaxBook, use the following guidelines:

1. Be sure this database is developed in dBASEIII or a dBASEIII compatible application.
2. The field names, field types and the length of each field must be exactly the same as shown earlier.
3. Name the new (or existing) database FAXBOOK.DBF.
4. Insert the entire path and filename in the "DBF Working Directory" field located in the BitFax/SR System Configuration Menu.
5. Use the same field names as shown above.
6. Be sure the fields are the same length and type as those shown above.
7. Follow all dBASE naming conventions. You cannot use spaces in any field name. the only punctuation allowed is the underscore (_). Field names can contain letters or numbers, but must always start with a letter.

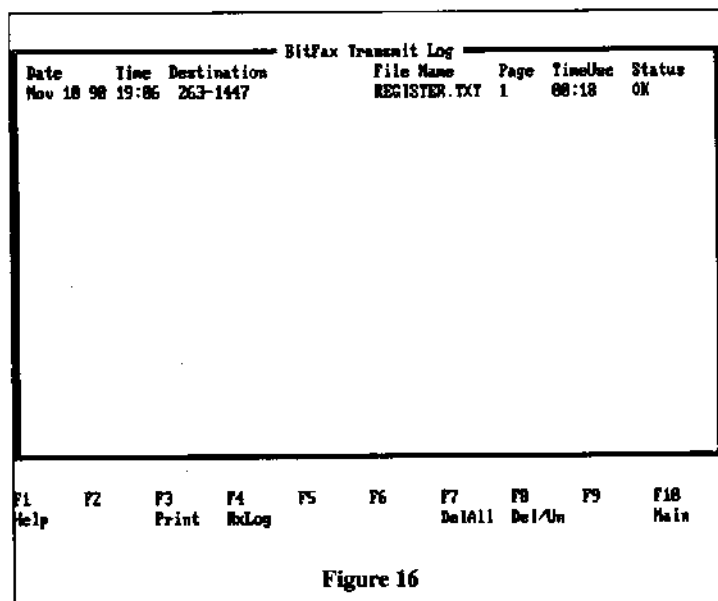
When creating a new database, or if you are adjusting an existing database, you may add new fields but you *cannot remove any fields or change the order of this list.*

Using this database file, you can also merge the contents of selected fields in designated records with a text file. This allows you to easily create customized form letters. This is the Mail Merge feature, which is explained in detail in Chapter Thirteen.

THE STATUS LOGS

Introduction

The Status Logs are different from other BitFax/SR menus since they are only for your information. There are no fields you must complete. The first Status Log is the Transmit Log, the second is the Receive Log. Both the Transmit Log and the Receive Log are set up in the same format. To go to the Transmit Status Log, press [F9] at the Main Menu. The Log will appear on the screen as shown in Figure 16.



For each transmission and each reception certain data will be recorded in the appropriate log. These include:

Date

This is the date your computer sent or received the fax message. It is picked up from DOS, so make sure it is correct in your computer.

Time

This is the time the fax was sent or received. Like the date, this is picked up from DOS. It is shown in a 24 hour format.

Destination

This field contains information reported back from the receiving fax machine. Whatever the receiving machine reports (fax number, company name, etc.) will be shown here. This field will only be filled in on the Transmit Log.

File Name

This field will be filled in with the name of the file that was sent or received during the connection that was logged in this entry.

Page

The Page column shows how many pages were transmitted or received during this connection.

TimeUse

This field logs the amount of time that BitFax/SR was on-line (connected) to the fax machine to transmit or receive the file shown. It is shown in the format of *mm:ss*, where *mm* is number of minutes, and *ss* is the number of seconds.

Status

The Status field shows the outcome of the call. The status is shown in an abbreviated format code. These status messages are explained at the end of this chapter.

Functions Available

There are six functions available for use in this menu. They are:

Help

F1

When you press [F1], you will be shown a help screen with information about the log. To return to the log, press [Esc].

Print

F3

Print the contents of the log file (*BITFAX.LOG*) by pressing [F3]. BitFax/SR is set up to print through the LPT1 port. If your printer is attached to a different port, use the DOS *MODE* command to assign the printer port to LPT1.

*RxLog/TrLog**F4*

This is a toggle command that will switch from the Transmit Log to the Receive Log, and back again. Press [F4] to switch between the two logs. When the Transmit Log is displayed, fax messages that were sent are shown. When the Receive Log is displayed, messages that were received are shown.

*DelAll**F7*

Press [F7] to delete all entries in the log. You may want to do this if the information in the log is too old to be of use. Before deleting the log contents, you may want to rename the file, or copy it to a diskette. The DelAll command works like the DOS *DEL* command.

*Del/Un**F8*

When you press [F8], the highlighted entry will be deleted from the log. Individual entries that are no longer useful can be deleted from the log with this command. Highlight entries to delete by pressing the up or down arrow keys.

When you press [F8], an asterisk will appear next to the entry. This indicates the record has been marked to be deleted. If you have marked entries to be deleted, but change your mind, press [F8] again to Undelete them. The asterisk next to the entry will be removed.

When you return to the Main Menu, you will be asked if you really want to delete the entries. answer Yes to remove them. If you answer No, they will stay in the log, but will still be marked.

*Main**F10*

Press [F10] to return to the Main Menu.

The Transmit Log

The Transmit Log will keep track of each transmission made with BitFax/SR, as well as any attempted transmissions. This is where you can determine whether or not your messages were sent successfully. You can also use it to keep track of costs, since the date, time, and duration of each call is recorded, along with the number called.

Status Messages for Transmit Log

The status messages shown on the transmit log are explained below.

OK

The connection and transmission were successful. Your fax has been sent without any error conditions.

BUSY

The connection could not be completed, because the destination number was busy.

No DT

The call could not be initiated by BitFax/SR because the fax modem could not detect a dial tone. Make sure the telephone cables are plugged into the right jack, and that the telephone outlet is operational. Or, try changing the Dialing Prefix to ATX1DT to disable call progress monitoring.

Modem Err

The modem is not responding. You have chosen the wrong COM port, or the modem may be malfunctioning. Also, you will receive this error if you attempt to use BitFax/SR with a modem that is not a fax modem.

Line Err

The transmission was terminated due to excessive noise on the telephone line. Although BitFax/SR will try to re-send information if noise is detected on the line, it will terminate the connection if the noise does not clear.

UserQuit

The connection was aborted by the user before the transmission was complete.

COM Err1

The call could not be completed due to other activity on the serial port. Check that the COM port selected is the one that your fax modem is configured to. Also, make sure no other devices, such as a mouse, are using the same COM port number or IRQ setting as the fax modem.

COM Err2

This is a parameter error. You may receive this message if you have memory resident software active. Try powering up your system without the memory resident software, and try the call again.

COM Err3

The COM port you selected is not functional. Make sure the Communication Port number selected is the same one your fax modem is configured to. Also, make sure no other ports in your system are set to the same port as your fax modem. It doesn't matter whether or not the other ports are connected to a device.

COM Err4

The call could not be completed due to other activity on the serial port. Check that the COM port selected is the one that your fax modem is configured to. Also, make sure no other devices, such as a mouse, are using the same COM port number or IRQ setting as the fax modem.

COM Err5

The call couldn't be completed as BitFax/SR received a signal from the modem indicating *No DSR* (Data Set Ready). When using BitFax/SR, the modem should be set to ignore DSR.

COM Err6

The call couldn't be completed as BitFax/SR received a signal from the modem of *No CTS* (Clear To Send). When using BitFax/SR, the modem should be set to use true CTS (not Force On).

COM Err7

An unknown command was received by the fax modem. Possibly you have memory resident software that is interfering, or another communications program has changed settings on your modem.

This error can also be caused by invalid characters in the Dialing Prefix field on the System Configuration Menu. Check the modem manual for valid AT commands.

Also, try turning your system off and on, and then trying the call again.

The Receive Log

The Receive Log reports the status of fax messages that have been received with BitFax/SR. The messages for this log are explained below.

Status Messages for the Receive Log

When the receive log is shown, the status messages below are used.

OK

A fax message has been received without errors.

Error_B

A fax message has been received, but there was noise on the line. You may wish to have the sending party re-transmit the message.

Error_D

A fax message has been received, but there was noise on the line. You may wish to have the sending party re-transmit the message.

Err_File

The fax modem has received a message, but it could not be written to disk for some reason. Ask the sender to re-transmit the message.

Err_Disk

Your fax modem received a message, but it could not be written to disk because the disk did not have enough available space. Replace the diskette, or free enough space, and have the sender re-transmit the message.

MERGING FILES

Introduction

BitFax/SR lets you merge graphics files with text files, or combine multiple graphics or text files together on one page, or merge the contents of your database with a text file. These features are explained in this chapter.

Mail Merge

Mail Merge allows you to send customized form letters to multiple destinations with relative ease. Without this feature, sending a letter or a message to several people would ensure that everyone would get exactly the same message, or you would have to create each message separately, greatly increasing the time required. Many times, you will want to personalize the message with a person's name or other information. Mail Merge allows you to do just that quickly and easily.

For example, instead of beginning a message with *Dear Sir*, the message can be personalized with *Dear Mr. Brown*, where *Mr. Brown* is a name taken from the FaxBook.

What Do You Need to Use Mail Merge?

You will need a text (ASCII) file containing the message that you want to merge. This can be created using BitEdit, the BitFax/SR text editor. It will contain field names taken from your database.

You also need the database file *FAXBOOK.DBF*. It must have the correct structure. You can either use the *FAXBOOK.DBF* database that is included with your BitFax/SR program, or you can develop your own database in dBASE or a dBASE compatible application. Refer to Chapter Eleven for instructions on making a database in a different application. The contents of the fields you specify will replace the field names in the message when the files are merged together.

An Example of Mail Merge

The example below shows how you can take two files (the ASCII file and the database file) and merge them into the one combined message (the merged file).

Create and save the text using a text editor (like BitEdit) or a word processor. If using a word processor, make sure it can create ASCII files.

```
%%FAX_DESCP%%  
Attn: %%FAXNAME%%
```

We are planning to have our monthly sales meeting next Friday at 10:00 a.m. If you cannot attend, please notify me immediately.

Mr. Brown, Sales Manager

Continuing with our example, the database file would look like this. The first line is the field names. The remaining lines are the contents of those fields.

FAXNAME	FAX_DESCP	FAXTEL	FAX_GROUP
Mr. Jones	Sales Dept.	555-1234	1
Mr. Smith	Sales Dept.	555-5678	
Mr. Baker	Acctg. Dept.	555-2468	
Mr. James	Acctg. Dept.	555-1357	

In this example, say that you want to send the message about the meeting to people in the sales department. Select the filename of the ASCII file using the Merge command. Do not use [Enter] to select the file. Since you have two records for people in the sales department, you would select those two records.

After you merge the database with the ASCII file, the messages that you send will look like this.

*Sales Dept.
Attn: Mr. Jones*

We are planning to have our monthly sales meeting next Friday at 10:00 a.m. If you cannot attend, please notify me immediately.

Mr. Brown, Sales Manager

*Sales Dept.
Attn: Mr. Smith*

We are planning to have our monthly sales meeting next Friday at 10:00 a.m. If you cannot attend, please notify me immediately.

Mr. Brown, Sales Manager

Merging the Data With the Message

To merge the data file with the text, begin by preparing the text file and the database.

The complete steps in order are shown below.

1. Prepare the database, noting the field names to be used in your message.
2. Using a text editor or word processor, prepare the message, using field names from the database as explained earlier. You can use the BitFax/SR text editor to prepare this message.
3. Press [F3] from the Main Menu for the File Selection Menu.

4. Highlight the filename of the text message by pressing the up or down arrow keys.
5. When the filename is highlighted, press [F9]. A diamond shaped mark will appear next to the filename. Do not press [Enter] to select a file as you normally would.
6. Return to the Main Menu by pressing [F10].
7. Press [F4] for the Destination Selection Menu.
8. Select a record or records from the database. Or, you can select a Distribution List instead of individual records.
9. Press [F10] to return to the Main Menu.
10. Send the fax by pressing [F2]. The text file will be merged with, and sent to, each selected record. If you have selected a Distribution List, the message will be merged with, and sent to, each record on that list.

To unselect a file for merging, highlight the filename again on the File Selection Menu, and press [F9]. When you do this, the diamond shaped mark will disappear.

The ASCII File (The Message)

The ASCII file you send will contain the *Field Names* from the database. When it is merged with the database, the contents of these fields will replace the field names in the text. The field names should have two percent signs (%%) before and after them. You should not use any spaces between the percent signs.

The text file must be created with a text editor or word processor. You can use the BitEdit to create this file.

As an example, if the first line of the text file should be the company name, and the database contains company names under the field name *COMPANY*, then the first line of the text file would be:

%%COMPANY%%

When merged with your database, it would be replaced by the actual contents of the *COMPANY* field.

The field names do not have to be on a line by themselves. For example, if you have a field name of *LAST_NAME* containing the last names of customers, you might have a line of text that reads:

Dear Mr. %%LAST_NAME%%,

The names from the database would replace the field name of *LAST_NAME*.

You can have more than one field name in your message. As an example, part of your text file might read:

*%%COMPANY%%
Attn: %%FAXNAME%%*

*We show your fax phone number as
%%FAXTEL%%. Please advise if this is correct.*

The first line of the file would be replaced with the contents of the field *COMPANY*. The second line would show that it was being sent to the attention of the contents of the *FAXNAME* field. The fax number would be inserted in the body of the letter, replacing *%%FAXTEL%%*.

Field names in dBASE, and also in BitFax/SR, are case sensitive. In other words, the field name of *FAXNAME* is different than the field name of *Faxname*. You must match field names exactly.

The Database File

The ASCII file you create containing your message is merged with the database file *FAXBOOK.DBF*. If your database file was created by BitFax/SR, the file will be structured as shown below.

Field Name	Field Type	Length
<i>FAXNAME</i>	<i>Character/Text</i>	20
<i>FAX_COMP</i>	<i>Character/Text</i>	25
<i>FAX_DESCP</i>	<i>Character/Text</i>	50
<i>FAXTEL</i>	<i>Character/Text</i>	35
<i>FAX_GROUP</i>	<i>Character/Text</i>	5

BitFax/SR will only merge the text file with a database named *FAXBOOK.DBF*. It must contain the field names shown above, and they must have the same structure, length, and order as shown above. Again, this is explained in detail in Chapter Eleven.

Including Graphics in a Text File

You can merge graphics files inside a text file by using an 'include' command in the text file. For instance, you can include your company logo, followed by your text message, then followed by a picture or your signature.

Because the 'include' command is part of your text file, the picture or logo will be included each time you fax that text file. You will not have to re-do the include command each time you wish to send a fax. This is similar to a form letter where the logo or the form is always the same, and the text message is different.

Limitations for Include Statements

- * The graphics file used must be one of the following file types: PCX, TIFF, IMG, DCX, TIFF Class F, or TIFF Bi-Level and Pad-Bit. These file types are explained in Chapter One.
- * The 'include' statement must begin at column 1 in the text file.
- * The 'include' statement must be on a line by itself.
- * The word 'include' must be in lower case letters.

Using the Include Statement

To use the include statement, the syntax is:

```
##include=FILENAME.EXT
```

The filename should include the complete pathname if it is not in the current directory.

The statement should be positioned in your text file on the line you want the graphics to begin printing. Text can be above and below this statement. You may have more than one statement per file. For example, you might have the following lines in your file:

```
##include=BITLOGO.PCX
```

Dear Mr. Brown:

*This note is just to remind you of the sales
meeting this Friday morning.*

Thank you,

```
##include=\DATA\SIGNA.PCX
```

In the example above, *BITLOGO.PCX* would be the graphics file containing a logo. This file would be in the current directory. The file *SIGNA.PCX* would be the graphics file containing the signature, and would be located in the \DATA sub-directory.

Combining Files

Normally, when you select more than one file to be sent, BitFax/SR will send each file on a separate page. If you want to combine multiple files on one page, you would 'tag' the files together. For instance, you may have two short text files, and a graphics file you want sent between them. Tagging those files, rather than simply selecting them, will allow you to send them on one page in the order you want them. Use this feature if you don't want to set up an 'include' statement, or if you are not using an ASCII file.

As an example, let's say you want to send the file *TEST.TXT*, followed by the file *PICTURE.PCX*, followed by the file *DATA.TXT*, all combined onto one page. To do this, follow the steps below.

1. From the File Selection Menu, press the up or down arrow keys to highlight the filename *TEST.TXT*.
2. Press [T] to tag this file. Do not press [Enter].
3. Press the up or down arrow keys to highlight the filename *PICTURE.PCX*, which is the second file to be sent.
4. Press [T] to tag this file also.
5. Press the up or down arrow keys to highlight the filename *DATA.TXT*, the last file that should be on the page.
6. Press [Enter] to select the last filename. This indicates nothing else will be sent on this page.
7. Press [F10] to return to the Main Menu. Select a destination, and send your fax as usual.

TIME SCHEDULED TRANSMISSIONS

What is Scheduling?

Time Scheduling in BitFax/SR allows you to schedule the sending of fax messages to occur at a later time instead of immediately. You can exit BitFax/SR and work on other programs while BitFax/SR waits for the scheduled time to arrive.

This gives you more convenience because you don't have to tie up your phone line and computer during busy hours. You also may want to schedule your transmissions to take place at night when the phone rates are lower.

When your computer clock reaches the selected date and time, the fax transmission will take place. You can even have different files sent to different destinations, at different times, increasing the flexibility of this feature even more. All features of BitFax/SR are available with time scheduling. You can select one or more filenames to send or use Mail Merge to send customized messages. For the destination, you can select a single record, multiple records, or a Distribution List. You can also schedule any combination of the above options.

This feature can also be used for batch processing of fax transmissions. Normally, you would select files to be sent and a group of people to send them to. You would have to wait until the transmission is complete before sending another group of files to another group of people. With scheduling, a batch of transmissions can be set up ahead of time. This way, you don't have to wait for each fax to be sent before sending another one.

You can select any date or time for the transmission to take place, as long as it is at least 3 minutes past the current time. Feel free to use another application while waiting for the scheduled time to arrive. You can also leave your computer unattended if you prefer.

Before You Begin Scheduling

You must have the program *BITSCHED* resident in your computer. There are two ways to do this. First you can put the program in your *AUTOEXEC.BAT* file. If you already have a file in your root directory called *AUTOEXEC.BAT*, you can modify it so that the following line is inserted.

```
BITSCHED      [Enter]
```

To do this, use a text editor or word processor that can save ASCII files. You then need to reboot your system for the *AUTOEXEC.BAT* file to run.

The second option is to run the program only when you need it. To do so, type the following line at the DOS prompt before a fax is scheduled to be sent.

```
BITSCHED      [Enter]
```

You will be returned to the DOS prompt, and the scheduling program will stay resident in your computer.

Make sure the date and time in your computer are set correctly. BitFax/SR schedules its transmissions according to the DOS clock.

To check the date, type the following command at the DOS prompt:

```
DATE          [Enter]
```

DOS will respond with the date your computer thinks it is, and will ask you for the correct date. If the date is correct, simply press [Enter]. If the date is incorrect, type the correct date, and then press [Enter]. The date format is *mm-dd-yy*, where *mm* is the month, *dd* is the day, and *yy* is the year.

To check the time, type the following command at the DOS prompt:

TIME [Enter]

DOS will respond with the time it thinks it is, and will ask you for the correct time, just like the *DATE* command shown above.

As with the date command, simply press [Enter] if the time shown is correct. If the time is incorrect, type the correct time, and then press [Enter]. The time must be shown in a 24-hour format of *hh:mm*, where *hh* is the hour, and *mm* is the minutes.

Setting Up Scheduled Transmissions

To set up a scheduled transmission, you need to select a file and destination from the Schedule Menu, and also tell BitFax/SR when to schedule the transmission. Follow the steps below to do this.

1. From the BitFax/SR Main Menu, press [F5] to Schedule. The Schedule Menu will appear as shown in Figure 17.

Schedule Menu					
Date	Time	Destination	File	Status	
Schedule Entry File Name : REGISTER.TXT Phone No. : 1-800-263-1447 Current Date : 11-18-98 Current Time : 19:12:53 Schedule Date : 11-18-98 Schedule Time : [F18] - Save Entry, [Esc] - Quit *					

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Help	View	Files	Phone	AddSch		Del/Un			Main

Figure 17

2. From the Schedule Menu, press [F3] for the File Selection Menu. You must do this from the Schedule Menu, not the Main Menu.
3. Pressing the up or down arrow keys, highlight the name of the file you want to send.
4. Press [Enter] to select the file, or [F9] for Mail Merge.
5. Press [F10] to return to the Schedule Menu.
6. Press [F4] to go to the Destination Selection Menu. This must also be done from the Schedule Menu, not the Main Menu.
7. Highlight the record you want to use by pressing the up or down arrow keys.
8. Press [Enter] to select the record. You also may select a distribution list instead of a record.
9. Press [F10] to return to the Schedule Menu. A Schedule Entry Window will be shown in the middle of the screen.
10. The *Current Date* and the *Current Time* will be shown. Also, the *Schedule Date* will show the current date. Within this window you can only change the *Schedule Date* and *Schedule Time* fields. If the *Current Date* or *Current Time* fields are incorrect, you must return to the DOS prompt to change them.
11. Move between these two fields by pressing [Enter]. To move within the field, use the left or right arrow key.
12. Fill in the time you want the files to be sent. Use a 24 hour format. Also, change the schedule date if you want the fax to be sent on a day other than the current day.
13. Press [F10] to save the scheduled entry. You will be returned to the Schedule Menu, with the entry you just completed shown. The status will be *On Schedule*.
14. Press [F10] to return to the Main Menu.

15. You can now press [F10] again to exit BitFax/SR. At this point, you can begin using another program, or leave your computer at the DOS prompt. Just remember to leave your computer turned on so that the scheduled fax can be sent. Make sure BITSCHED is resident in your computer as explained earlier.

Note: You cannot schedule a transmission if you type the file name or fax number on the Main Menu. You must access the File Selection Menu and the FaxBook from the Schedule Menu.

Viewing the Schedule

After you schedule transmissions, You may want to look at the scheduled entries, and their individual status. Each entry you schedule will appear on the Schedule Log, with the status next to it.

This is different from the Status Log. However, scheduled entries that have already taken place will also be shown on the Status Log.

To view the schedule, press [F5] from the Main Menu. From the Schedule Menu, press [F2] to View. There are five items shown for each entry: Date, Time, Filename, Destination, and Status. Entries that were aborted or have already occurred cannot be viewed.

The Date and Time are when the transmission is scheduled to take place. The Destination and File Name are those you selected.

The status is what has happened or is going to happen for that entry. You will be shown one of four status messages. They are:

On Schedule

The transmission is scheduled to take place, and the time and date selected are still in the future. No action is necessary.

Deleted

You have marked the entry to be deleted. It won't be sent unless you undelete it.

Sent - OK

The scheduled entry was sent without any errors.

Sent - Err

The scheduled entry was sent, but with errors. Check the Status Log to determine whether or not to re-send.

Modifying the Schedule

If you want to change information about a scheduled entry, you must delete that entry, then re-schedule the entry correctly.

Deleting an entry on the Schedule Log is similar to deleting a record from the FaxBook. Mark an entry to be deleted, and an asterisk (*) will appear next to it. Those entries with an asterisk next to them will not be sent.

To delete an entry from the schedule log, follow the steps below.

1. From the Main Menu, press [F5] for the Schedule Menu.
2. Highlight the entry by pressing the up or down arrow keys.
3. Press [F7]. The status message will change to "Deleted."

You may also want to undelete an entry you have marked to be deleted. Follow the steps below to do so.

1. From the Schedule Log, highlight the deleted entry you want to undelete by pressing the up or down arrow keys.
2. When the entry is highlighted, press [F7]. The asterisk next to the entry will disappear. If the scheduled time is still in the future, the transmission will take place as usual.

Instead of simply marking an entry to be deleted, you may want to clear the entry completely from the Schedule Log. For example, if you have entries that were sent without error, you may want to remove this information from the Schedule Log.

To clear an entry from the Schedule Log, follow the steps below.

1. From the Schedule Log, highlight the entry by pressing the up or down arrow keys.
2. When the entry is highlighted, press [F7].
3. Repeat the above steps to clear other entries from the schedule, or press [F10] to return to the Main Menu.

INCREASING FAX TRANSMISSION FLEXIBILITY

Introduction

After completing the SendFax tutorial in Chapter Four, you had been shown how to send a fax with the menu driven BitFax/SR program. Now that you have become more familiar with the application, you may wish to decrease the time spent within the application when sending a fax by sending from the DOS command line. You may also find it easier to use BitFax/SR as a pop-up TSR program. This chapter will explain these two advanced features of BitFax/SR.

Sending a Fax From DOS

BitFax/SR allows you to send a fax from the DOS command line, without having to go through the menus. This is helpful if you want to send a fax message from within a batch file.

The syntax for doing this is:

BITFAX -Ffilename1 -Ffilename2 Pfaxnumber

For example, to send the file MAIN.HLP to 408-555-1212, type:

BITFAX -Fmain.hlp -P4085551212

BitFax/SR will start, dial the fax number 4085551212, and send the file MAIN.HLP. After BitFax/SR has completed these steps, you will be returned to the DOS command line. If the command was in a batch file, DOS will go to the next line of that batch file.

If you normally use a comma in the fax number for a pause, use the *W* command instead.

Pop Up BitFax/SR

As discussed earlier in this manual, you have to exit BitFax/SR to run another application such as Lotus 1-2-3 or WordStar. You then need to exit from that program and start BitFax again to send a fax message.

The pop-up feature allows you to have BitFax/SR stay in memory at all times while you are running your word processor, spreadsheet, or other application. When you need to send a fax, press a "hot key" while still using another application to start BitFax/SR, then select fax numbers and filenames to send.

When you are running BitFax/SR as a memory resident program, some features are not available. These include adding fax number records or changing the configuration. If you need to change the configuration or add fax numbers, remove BitFax/SR from memory, then run BitFax/SR normally, and change the configuration or add records as needed. Exit BitFax/SR, then start it as a memory resident program again.

To make BitFax/SR available for pop-up, type the following command at the DOS prompt:

```
BITFAX /TSRxy [Enter]
```

where *x* is an alphanumeric character representing the *Alt* key combination you use to pop-up BitFax/SR, and *y* is the alphanumeric character representing the *Alt* key combination you will use to remove BitFax/SR from memory. For example, if you want to press *[Alt][B]* to pop up BitFax/SR, and *[Alt][R]* to remove it from memory, type the following line at the DOS prompt:

```
BITFAX /TSRbr [Enter]
```

This will install BitFax/SR in memory and will allow the key combination *[Alt][B]* to pop up BitFax/SR. You will be returned to a DOS prompt, and can run any DOS application. Use the key combination *[Alt][R]* to remove BitFax/SR from memory.

Sending a Fax in the Background

Sending a fax in the background is different than having BitFax/SR started as a pop up program from another application. Sending a fax in the background refers to how the fax message is sent, whereas having BitFax/SR as a memory resident program refers to how BitFax/SR is started.

If you want to send a fax message in the background while you are working in another program, you must schedule the transmission. You cannot use the send function key ([F2]) from the Main Menu of BitFax/SR to send a fax in the background. To schedule a fax transmission, refer to Chapter Fourteen. After you have scheduled the transmission, exit from BitFax/SR. You can then run other programs while the fax is being sent.

About Manual Dialing

The manual dialing feature in BitFax/SR allows you to transmit to a fax machine with which you have to speak to someone on the same line before you begin transmission. For example, if you are sending a fax to a large company, and have to request the FAX machine extension from a receptionist, you can use the manual dial feature to do this.

How to Use Manual Dialing

Follow the instructions below to send a fax with the manual dialing feature.

1. Select a file to send, using the File Selection Menu, or by typing the file name in the *File Name* field.
2. Highlight the *Fax No.* field.
3. Type [M] in the *Fax No.* field.
4. Press [F2] to begin sending.
5. Fill out the Cover Page
6. Press [F2] to send with the Cover Page. (You can also skip number 5 and press [Esc] to send without the Cover Page).

After BitFax tests the modem and converts the file to fax format you will see the Manual Dialing Menu as shown in Figure 18.

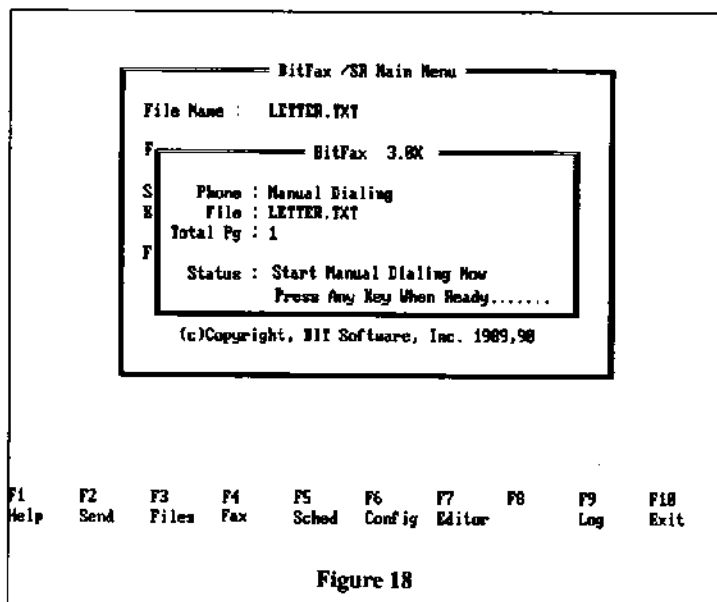


Figure 18

7. Pick up the handset of the phone that is connected to the modem.
8. Dial the destination number.
9. When you begin to hear modem sounds, hit any key to begin transmission, and hang up the handset.

RECEIVING A FAX MESSAGE

About RecvFax

RecvFax is a memory resident background program which stays in memory after you install it. It tells your fax modem to answer an incoming fax call, receive the fax, and store it in a disk file. It can do this while you are using another program, or while the computer is unattended.

Starting RecvFax

You can install RecvFax in one of two ways. The first way is to insert the command below in your *AUTOEXEC.BAT* file. This will activate RecvFax as a TSR every time you turn on your computer, allowing you to receive fax messages at any time. The second way is to type it at the DOS prompt. This only activates the program for the current session. The command to use is:

RECVFAX <COM Port Number>

where <COM Port Number> is a number indicating COM1, COM2, COM3, or COM4. The number used must match the COM port number your fax modem is installed as. For example, the following command would be used if your fax modem was installed as COM2.

RECVFAX 2

Using RecvFax

Once installed and loaded into memory, RecvFax stays in the background until it is needed. It tells your fax modem to answer an incoming fax call, receive the fax, and store it in a disk file. After it is loaded into memory, you don't need to do anything else to receive your fax messages.

Removing RecvFax from Memory

Since RecvFax is memory resident, you may want to remove it from memory when it is not needed to give you more available memory.

To do this, type the following command at the DOS prompt:

```
RMV_RECV           [Enter]
```

After you do this, RecvFax will no longer answer incoming fax calls.

About ViewFax

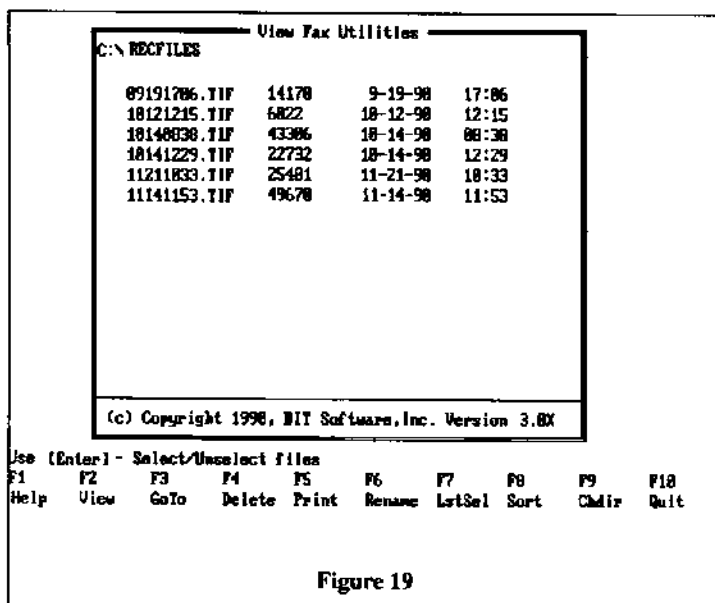
ViewFax is used to look at received fax files. In addition to viewing, you can also flip, rotate, sort and print the files.

Starting ViewFax

ViewFax is used to look at and print the fax files you have received with RecvFax. To start ViewFax, type the following command at the DOS prompt:

```
VIEWFAX           [Enter]
```

The ViewFax Menu will appear as shown in Figure 19.



The ViewFax Menu

As with other BitFax/SR menus, the actions you can perform from this menu are displayed across the bottom of the screen.

The screen shows a list of files that are received fax files. They will have an extension of .TIF. The file sizes are also shown, as well as the date and time each file was saved.

You must select a file to view or print it. To select a file, press the up or down arrow keys until the desired file is highlighted. Press the [Enter] key to select it. An arrow will show to the left of the file name.

ViewFax Commands

From the Main Menu, you can perform the following actions.

Help

F1

Press the [F1] key to view a help menu for the ViewFax Menu.

View

F2

When you press [F2] to view a fax file, the selected file will be displayed on your screen. Use the up and down arrow keys to scroll through the page currently showing on the screen. While it is displayed, the function keys used, and the actions they perform, change to those shown below.

Pv Pg F2

Press [F2] while viewing a fax file to display the previous page of that file.

Nt Pg F3

Press [F3] while viewing a fax file to display the next page of that file.

Vw All F4

Press [F4] to view the page layout of the file, rather than just the top portion.

Zm In/Zm Out F5

This is a toggle command that will switch between Zoom In and Zoom Out. When you press [F5] to Zoom In, you will see a more detailed (larger) image of the file. Pressing [F5] again (Zoom Out), will bring the image back to its normal size.

Flip F6

Press [F6] to flip the image of the displayed file vertically (top to bottom). You may need to do this if the fax message was sent upside down.

Rotate F7

Press [F7] to rotate the image of the displayed file 90 degrees horizontally (side to side). This may be necessary if the incoming fax message was sent sideways.

Quit F10

Press [F10] to stop viewing the displayed file, and return to the main ViewFax Menu.

When you press [F2] the View Menu will appear as shown in Figure 20.

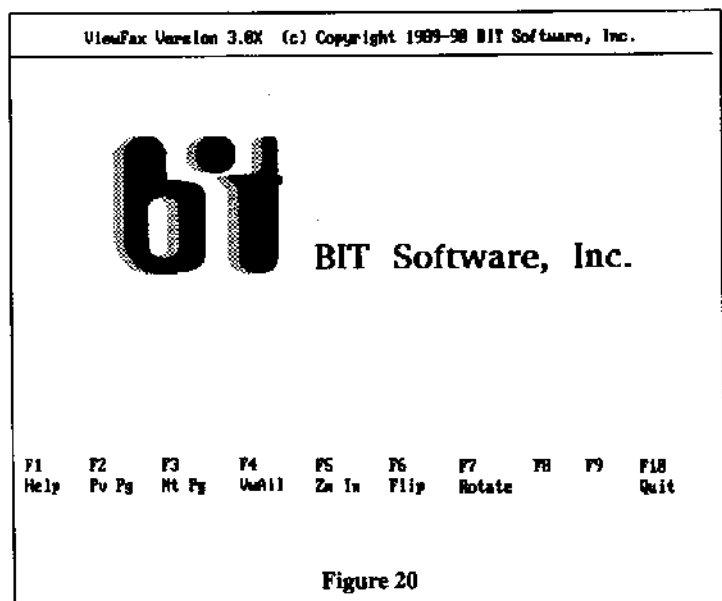


Figure 20

The *File Name* field will display the name of the file you have selected from the ViewFax menu.

The default setting for the *View Page* field is 1. This would select the first page of a multi-page file for viewing. To view a different page, highlight the *View Page* field and enter the desired page number. Press [Enter] to begin viewing.

Total Pages will show how many pages the fax file contains. This field is for your information only, and cannot be changed.

GoTo

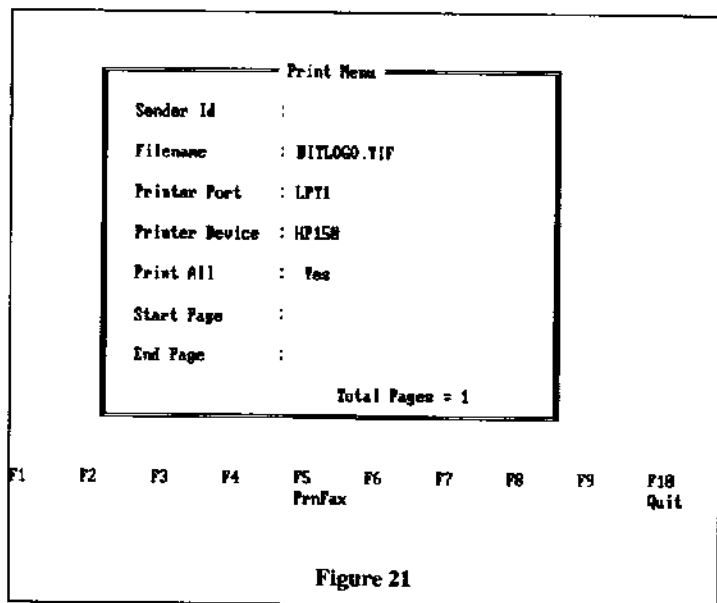
F3

Press [F3] before viewing if you only want to look at one page of the highlighted file.

Print

F5

Use this command to print a fax file. To select a file to be printed it must be selected. To select the file, highlight the filename by pressing the up or down arrow keys. Press [Enter] when the desired file is highlighted. A small triangle will show to the left of the file name. Once you have selected the correct file, press [F5]. The Print Menu will be displayed, as shown in Figure 21.



Print All allows you to select whether or not you want to print all pages of the file. The default is Yes. If you wish to print only certain pages of the file, highlight this field and use the right arrow key to toggle this to no. If you select No, move to the *Start Page* field, and type the page number you want begin printing on. In the *End Page* field, indicate the page you want printing to stop.

When you have completed this menu, press [F5] to begin printing.

Rename

F6

To rename a file, select it as described earlier. Press the [F6] key. Enter the new file name in the dialog box display. Be sure to use a .TIF extension. Press [Enter] to activate the change.

LstSel

F7

Pressing [F7] will display a dialog box showing all currently selected files. To unselect a file, press [F10] to return to the View Fax Utilities Menu. Highlight the file you wish to unselect and press [Enter].

Sort

F8

Press [F8] to sort the currently displayed filenames. When this command is given, you are given a choice of how to sort the files.

They can be sorted by Name, Ascending or Descending Date, and Ascending or Descending Time. Press the right or left arrow keys to toggle through these choices. When the correct choice is displayed, press [Enter]. If you want to return to the View Fax Utilities Menu without completing the sort, press [Esc].

ChgDir

F9

To view files in a directory different from the one currently displayed, press the [F9] key. A dialog box will appear asking which directory you wish to change to. Be sure to use the entire path. Remember that ViewFax can only view TIFF Class F files, like those received by BitFax/SR. Do not attempt to view files with a different format.

Quit

F10

Press [F10] to exit from ViewFax. You will be returned to wherever you started ViewFax from. This should be done before turning off or rebooting your computer.

What is Print Capture?

Print Capture allows you to capture printer output from popular applications such as Microsoft Works or Harvard Graphics, into a format that can be used to send a fax.

In addition to capturing text from the application, many formatting commands will also be saved. These include underlining, centering, tabs, etc. This is helpful if you need these commands in your message.

Use Print Capture whenever you are using an application that BitFax/SR does not support. For example, BitFax can send a WordPerfect 5.1 document without conversion to ASCII. On the other hand, if you have imported a graphic into your document via WordPerfect, the file is no longer in a format BitFax can read. If you use Print Capture to bring the file into BitFax, you will be able to send the entire document.

Print Capture works by intercepting the print command from an application and printing to a fax file instead. The application will not actually print to the printer.

This is a memory resident program. In other words, you load it into the memory of your computer where it will stay until you remove it. While it is in memory, you can run other applications.

Using Print Capture

There are two ways to begin PrintCap. First, you can go to the COMSHELL, and select 5) *Print Capture*. This will install PrintCap as a TSR program.

The second way to start PrintCap is useful if you are already in the application from which you wish to capture printer output. Close the said application, and at the DOS prompt type the following command:

PRINTCAP [Enter]

Re-open the document and proceed.

For help about the Print Capture utility, type the following at the DOS prompt.

PRINTCAP /H [Enter]

After you have loaded print capture into memory, using it is accomplished through the use of "hot keys." Hot keys are keys you press while you are in another program. The default hot keys are:

<i>Start Print Capture</i>	[Lf-Shift] [Alt] [P]
<i>Quit Capture</i>	[Lf-Shift] [Alt] [Q]
<i>Remove Program</i>	[Lf-Shift] [Alt] [R]

The steps to follow to use Print Capture are as follows:

1. Load Print Capture into memory as explained earlier.
2. Use an application (such as a word processor) that you want to capture printer information from with Print Capture.
3. Select Epson or IBM Graphics as the printer driver for your applications program.
4. Before printing the file, press [Lf-Shift] [Alt] [P] (hold down the Left Shift and the Alt keys while pressing the P key) to begin capturing.

5. Instruct the application to print as if you were going to print to the printer. Print Capture intercepts the command and creates a fax file instead. The program won't print to the printer.

The file will be saved to the current directory, with the following date/time format. The first two characters of the filename will be letters designating the current month. The next two characters will be numbers designating the current day. The last four characters will be numbers designating the current time, shown in 24-hour format. The filename extension will be .PRN. For example, the filename of OT061411.PRN indicates the file was captured on October 6, at 2:11 p.m.

6. When the application indicates it has finished printing, press [Lf-Shift] [Alt] [Q] to end capture. At this point, you might also want to unload the program from memory by pressing [Lf-Shift] [Alt] [R].
7. Exit from your application.
8. Start BitFax/SR. You will be told that files previously captured are now being converted to the .BFX format. When conversion is completed, go to the File Selection Menu and select the captured file as the file to be sent.

Changing the Hot Keys

The hot keys used by the program can be changed either through the COMSHELL or at the command line. You can change them if they conflict with your application.

In order to change the hot key used to start Print Capture select 5) *Print Capture* from the COMSHELL. When the Print Capture menu is displayed, highlight the *New Hot Key* field for the function which you wish to change. Pres the [Lf-Shift], [Alt] and the new letter (ie; [S]). You would now use the [Lf-Shift], [Alt], and the [S] keys to activate Print Capture.

You may also change the hot keys by typing the following command at the DOS prompt:

PRINTCAP /Sx [Enter]

where *x* is a letter key. The hot key to start capture would then be changed to [Lf-Shift] [Alt] [*x*], where *x* is the key chosen when typed at the command line. For example, *PRINTCAP /Sa* would change the hot key used to start capture to [Lf-Shift], [Alt], and [A].

In order to change the hot key used to end print capture, type the following command at the DOS prompt:

PRINTCAP /Ex [Enter]

where *x* is a letter key. The hot key to end capture would then be changed to [Lf-Shift] [Alt] [*x*], where *x* is the key chosen when typed at the command line. For example, *PRINTCAP /Eb* would change the hot key used to end capture to [Lf-Shift], [Alt], and [B].

In order to change the hot key used to remove the print capture program, type the following command at the DOS prompt:

PRINTCAP /Ux [Enter]

where *x* is a letter key. The hot key to remove the print capture program would then be changed to [Lf-Shift] [Alt] [*x*], where *x* is the key chosen when typed at the command line. For example, *PRINTCAP /Uc* would change the hot key used to remove the print capture program to [Lf-Shift], [Alt], and [C].

Removing Print Capture

To remove print capture from memory, press [Lf-Shift] [Alt] [R]. If you have changed the default keys, use the key you designated to remove it.

Applications Supported by Print Capture

Print Capture will work with most applications that have printing capabilities. It has been tested with WordPerfect, Microsoft Word, AutoCAD, Harvard Graphics, BitPaint, PageMaker, Deluxe Paint II, and others.

SCREEN CAPTURE

Introduction

Screen Capture allows you to capture an image on the screen to a file. It is saved in a .PCX format, which you can use to send a fax. This is useful if your program does not save files in a format supported by BitFax/SR.

Screen Capture works almost exactly like Print Capture. It is also a memory resident program. In other words, you load it into the memory of your computer where it will stay until you remove it. While it is in memory, you can run other applications.

Using Screen Capture

Screen Capture works in both the text and graphics mode. To use it, you must first load the program into memory. To do this go to the COMSHELL and select 6) *Screen Capture*. Or you can type the following at the DOS prompt.:

VIDEOCAP [Enter]

The system will respond that the program has been installed. After Screen Capture has been installed, use your other program as usual. When you want to capture an image, press [Alt] [Lf-Shift] [V]. (Hold down both the Alt and the Left Shift key and press the letter V.) The screen image will be captured to a file.

The capture was successful if you hear two beeps. If there is not enough room on the disk to save the image, you will hear four beeps.

The naming convention for the captured files is in the format of *VIDEO_??PCX*, where ?? is a consecutive number such as 00, 01, etc. The number indicates which page of a captured image this file corresponds to. For example, if you capture two screen images, the names would be *VIDEO00.PCX* and *VIDEO01.PCX*. The files are saved to the current drive and sub-directory.

If the screen display is in text mode when VideoCap is invoked, then the file is in ASCII text format and will be named *VIDEO_??TXT*.

Removing Screen Capture

To remove the Screen Capture program from memory, press the "hot key" [Alt] [Lf-Shift] [W].

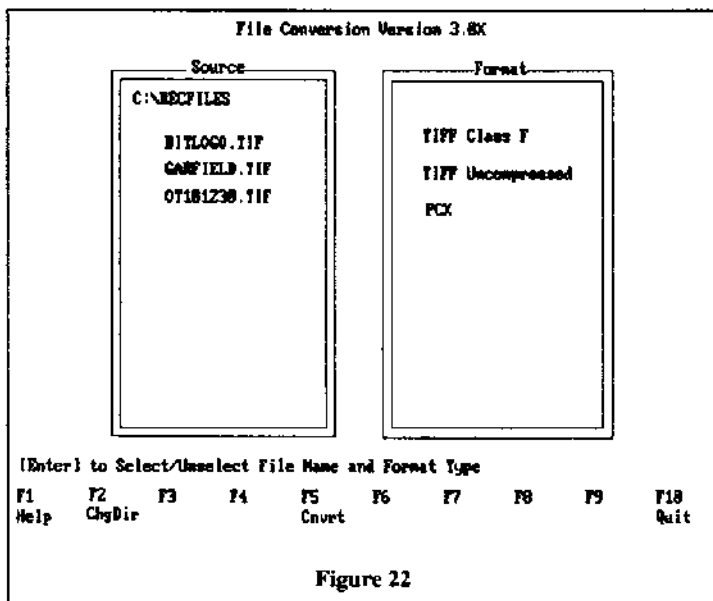
After having captured a file, you may see where the file was saved to by typing VIDEOCAP again at the DOS prompt. You will be shown the path and file name of the captured file.

Introduction

The File Conversion utility is included with the BitFax/SR program to allow you to convert TIFF Class F and .BFX files to a format which can be imported into popular graphics applications.

Menu Explanation

To go to the File Conversion Menu, select 8) *Utilities Functions* from the Communication Functions Menu. While at the Utilities Functions Menu select 2) *File Conversion*. The File Conversion Menu will appear as shown in Figure 22.



Functions Available

The functions available while at the File Conversion Menu are:

<i>Select</i>	<i>Enter</i>
<i>Unselect</i>	<i>Enter</i>
<i>Help</i>	<i>F1</i>
<i>ChgDir</i>	<i>F3</i>
<i>ChgDrv</i>	<i>F4</i>
<i>Quit</i>	<i>F10</i>

Select/Unselect

Enter

The [Enter] key is used to select and/or unselect both files and formats. When selected, a small triangle will appear to the left of the file name and the format type.

Help

F1

When you press the [F1] key, you will be shown a help screen for this menu. To return to the menu from the help screen, press [Esc].

ChgDir (Change Directory)**F3**

Press [F3] to change the directory of the files displayed. Enter the directory name, including the path. Once the files are displayed from the other directory, you may choose a file to be converted.

ChgDrv (Change Drive)**F4**

Press [F4] to select a file or directory from a drive other than the current one. You will see a dialog box showing the current drive. Use the left or right arrow keys to toggle through the available drives of A-Z. The selected drive will be displayed.

Press [Enter] to change to the drive that is displayed. Press [Esc] to return to the File Conversion Menu without changing drives.

Cnvt (Begin Conversion)**F5**

Pressing [F5] will begin conversion of the selected file to the selected format. The converted file will be saved to the current directory.

Quit**F10**

When you press [F10], you will be returned to the Utilities Functions Menu. Press [F10] again to return to the Communication Functions Menu.

Converting A TIFF Class F File

A TIFF Class F file is the format BitFax/SR receives fax messages in. The steps for converting a TIFF Class F File are as follows:

1. Go to the File Conversion Menu
2. When you first start the File Conversion Utility you will be in the *Source* box. Select the file which you want to convert.

If you aren't in your received fax messages directory (C:\RECFILES), use the [F2] key to change to the correct directory.

Highlight the file you want to convert and press [Enter] to select it. Use the up and down arrow keys to move from file to file. A small triangle will appear to the left of the file name.

3. Use the right arrow key to move to the *Format* box. Use the up or down arrow key to select the desired format. *You can only convert a TIFF Class F file to either TIFF Uncompressed or .PCX.* Press [Enter] to make your selection.
4. When both the file and the format have been selected, press [F5] to begin conversion. A dialog box will appear showing the file name, the format type and the percent of conversion that has taken place.

When the conversion is completed you will be returned to the File Conversion Menu.

5. Press [F10] to return to the Utilities Functions Menu.

Converting A .BFX File

Whenever you send a fax, the file will be saved in a .BFX format. If you wish to manipulate this type of file, it must be converted to a format which a paint program can read. The steps to convert a .BFX file to .PCX are as follows:

1. Go to the File Conversion Menu
2. When you first start the File Conversion Utility you will be in the *Source* box. Select the file which you want to convert.

If you aren't in your received fax messages directory (C:\RECFILES), use the [F2] key to change to the correct directory.

Highlight the .BFX file you want to convert and press [Enter] to select it. Use the up and down arrow keys to move from file to file. A small triangle will appear to the left of the file name.

3. Use the right arrow key to move to the *Format* box. Use the up or down arrow key to select the desired format. *You can only convert a .BFX file to either TIFF Uncompressed or .PCX.* Press [Enter] to make your selection.
4. When both the file and the format have been selected, press [F5] to begin conversion. A dialog box will appear showing the file name, the format type and the percent of conversion that has taken place.

When the conversion is completed you will be returned to the File Conversion Menu.
5. Press [F10] to return to the Utilities Functions Menu.

Introduction to the SETUP Menu

Test Diagnostics is a simple program designed to test your send/receive fax modem. It can also be used as an elementary terminal emulator in which you can give commands directly to the modem.

When you select 4) *Test Fax Modem* from the Communication Functions Menu you will see the SETUP menu as shown in Figure 23.

SETUP Menu									
COM Port		:							
Baud Rate		:							
Parity		:							
Stop Bits		:							
Data Bits		:							
Local Echo		:							

F1 Help	F2	F3	F4	F5	F6	F7	F8	F9 Test	F10 Quit
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Figure 23

Functions Available

There are three functions available from this menu. They are:

Help

F1

When you press [F1], you will be shown a help screen with information about the SETUP menu for the Fax Modem Test.

Test (Begin Modem Test)

F9

When you press the [F9] key, you will be taken to the second screen of the modem test. This is where you will do the actual testing of the modem. Continue reading this chapter for complete details on the modem test screen

Quit

F10

Press the [F10] key to quit the SETUP menu and return to the COMSHELL.

Selecting and Completing Menu Parameters

Choices on this menu are selected by highlighting the appropriate field, and using the left or right arrow keys to toggle through the available choices. The following is a short description of each parameter.

COM Port

The COM Port is an electronic address in your PC whereby a serial device is connected to, or an internal modem is used to talk with, the outside world. Use the arrow keys to select the COM Port that you have set your modem to.

Baud Rate

The baud rate is the speed at which data is transmitted between your fax modem and other fax modems or fax machines. This field defaults to 2400 bits per second (bps).

Parity

The default is None. The parity should be set for Even or Odd when you have set the data bits to seven. You should not set parity to none when data bits are seven, as it may not perform correctly.

Stop Bits

The stop Bit is the last bit in a set of data. It signifies that the data has been sent in a set of data. The default is one. The stop bits can also be set for two. This setting should remain at one.

Data Bits

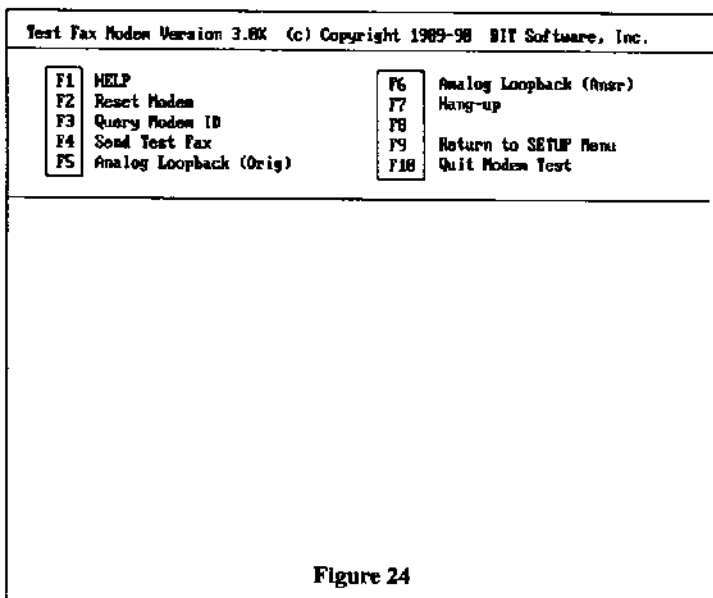
The default is eight. This field can also be set to seven.

Local Echo

The default is No. This is correct for most modem testing. Selecting Yes will display what has been typed as well as what the modem echoes. This often results in two characters displayed for each one typed. Set this field to Yes if you cannot see what you are typing during the modem test.

The Modem Test Screen

When you select [F9] from the SETUP menu, you will be taken to the screen shown in Figure 24.



Functions Available

There are nine functions available while in the fax modem test. These are:

Help *F1*

When you press the [F1] key you will be shown a help screen for the Fax Modem Test.

Reset Modem *F2*

Press the [F2] key to reset the modem. This will send an "ATZ" to the modem, when in data mode, and reset it to the current default settings.

Query Modem ID *F3*

Press the [F3] key to send the command "ATI3" to the modem. This identifies what version of firmware you have.

Send Test Fax Message *F4*

Sends an AT command to the modem to indicate sending a test fax. Enter the number of the fax machine you want to transmit the fax message to and press [Enter]. A message will be sent to the fax machine identifying your modem..

Analog Loopback (Test-Originate) *F5*

Press the [F5] key to send the analog loopback command (originate) to the modem. This will place the modem into loopback mode. After the 'OK' response you can type ASCII characters on your keyboard and they should echo back on the screen.

Analog Loopback (Test-Answer) *F6*

Press the [F6] key to send the analog loopback (receieve) command to the modem. This will also place the modem loopback mode. After the 'OK' response you can type ASCII characters on your keyboard and they should echo back on the screen.

Hang-up *F7*

Press the [F7] key to send the command "ATH" to the modem. You should see an 'OK' response. This command hangs up the modem from the telephone line.

Return to SETUP Menu

F9

Press the [F9] key if you need to return to the Fax Modem Test SETUP Menu to change any parameters.

Quit Modem Test

F10

Press the [F10] key to return to the Communication Functions Menu.

Testing the Fax Modem

After you have selected the parameters, press the [F9] key to go to the modem test. While in the modem test, use the function keys to test certain features of the modem. For instructions regarding each test function, refer to the above descriptions. If any test does not work as described, consult your modem manual.

BITFAX COMMANDS AT THE DOS COMMAND LINE

This appendix is here for quick and easy reference for commands to run BitFax/SR from the DOS command line.

The Communication Functions Menu

<i>COMSHELL</i> [Enter]	Brings the Communications Functions Menu up on the screen.
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SendFax

<i>BITFAX</i> [Enter]	Starts the BitFax/SR program.
<i>RMVSCHED</i> [Enter]	Removes the BitSched TSR from memory. Do not use this command if you have scheduled a transmission.

ReceiveFax

<i>RECVFAX</i> [Enter]	Installs RecvFax as a TSR.
<i>RMV_RECV</i> [Enter]	Removes RecvFax from memory.

ViewFax

<i>VIEWFAX</i>	<i>[Enter]</i>	Starts the ViewFax portion of BitFax/SR.
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Print Capture

<i>PRNTCAP</i>	<i>[Enter]</i>	Installs Print Capture as a TSR.
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Screen Capture

<i>VIDEOCAP</i>	<i>[Enter]</i>	Installs Screen Capture as a memory resident program.
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File Conversion

<i>FILECONV</i>	<i>[Enter]</i>	Starts the File Conversion utility.
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Modem Test

<i>BFTEST</i>	<i>[Enter]</i>	Begins the Modem Test utility.
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Hot-Key Reference**Printer Capture**

<i>[Lf-Shift] [Alt] [P]</i>	Starts PrintCap
<i>[Lf-Shift] [Alt] [Q]</i>	Stops PrintCap
<i>[Lf-Shift] [Alt] [R]</i>	Removes PrintCap from memory
<i>[Lf-Shift] [Alt] [S]</i>	Brings up the PrintCap menu to change the hot-keys.

Screen Capture

<i>[Lf-Shift] [Alt] [V]</i>	Starts Screen Capture
<i>[Lf-Shift] [Alt] [W]</i>	Removes Screen Capture from memory
<i>[Lf-Shift] [Alt] [C]</i>	Brings up the Screen Capture menu to change the hot-keys.

**BitFax/SR

<i>[Alt] [X]</i>	Starts BitFax/SR as a pop-up program, where <i>X</i> represents the key you have chosen.
<i>[Alt] [Y]</i>	Removes BitFax/SR when used as a TSR, where <i>Y</i> represents the key that you have chosen.

**This feature is explained in detail in Chapter Fifteen.

CREATING ASCII FILES

Introduction

BitFax/SR can only send certain types of files. Due to the vast number of programs on the market today, information is saved in a wide variety of formats.

However, most programs have a way to convert their file formats to ASCII (text). These include most word processors, spreadsheets, and database programs. While we cannot cover all of them in this manual, we will give instructions for three that are commonly used. If you use a different program, and need to convert it to ASCII, consult the other program's User Manual.

Lotus 1-2-3 Worksheet Files to ASCII

1. Select the text that you want to send using the *Range* command.
2. Choose the *Print* command. From the *Print* menu, choose *File*.
3. Type in a filename with .PRN as the extension. Press [Enter].
4. Exit from Lotus 1-2-3. The filename with the .PRN extension will be an ASCII file that can be sent using BitFax/SR.

Microsoft Word Document Files to ASCII

1. Type the text in Microsoft Word you want to save as a text file. If you have a file you want to convert, load it into Word.

2. Use the *Transfer/Save* option. Type a filename to save the file under. (If you don't want to lose formatting on the original file, save this file under another name).
3. Tab to the next field, and choose *Unformatted*. Press [Enter].
4. Word will ask you to confirm the loss of formatting. Answer Y to confirm.
5. Exit from Word. This file is now an ASCII file, and can be sent using BitFax/SR.

WordPerfect Document Files to ASCII

1. Type the text in WordPerfect you want to save as a text file. If you have a file you want to convert, load it into WordPerfect.
2. Choose *Text In/Out [Ctrl-F5]* to display the *Text In/Out* menu.
3. Choose [1] *DOS Text*.
4. Choose [1] *Save*.
5. Type a filename to save the text file to, and then press [Enter]. If you don't want to lose the formatting of an existing WordPerfect file, use a different filename than the original file.
6. Exit from WordPerfect. The file is now an ASCII file, and can be sent using BitFax/SR.

The BitFax/SR disk comes with two fonts. The first is the FaxFont, which is used with all text documents you send, whether they are made in BitEdit, WordPerfect, MS Word, MultiMate or WordStar. The FaxFont character set is shown below.

ASCII (American Standard Code for Information Interchange)

A standard character set and coding scheme used to represent numbers, letters, symbols and control characters. Most PC's and minicomputers use ASCII, while most mainframes do not. An ASCII file is text (keyboard characters) only.

AT Commands

A standard set of 2-3 letter and number commands used to instruct modems how to dial, answer, etc..

Auto Dial

The modem, acting as a phone, dials a phone number for you.

AUTOEXEC.BAT

A batch file that is often used with a fixed disk. It resides in the root directory, and the commands in it will be executed when the computer is turned on or rebooted.

Baud Rate

The speed at which data is transmitted between two devices (e.g. fax machines or modems). Measured in bits per second.

BPS (Bits Per Second)

How many bits that are transmitted in one second. This is the basic unit of measure in serial communications.

Call Progress Detection

A feature of many fax modems where they tell the software the status of a call; busy, dialing, no dial tone, etc. Check your modem manual to see if this feature is supported by your fax modem.

CCITT

International Consultative Committee on Telegraphy and Telephony. This committee establishes standards for international telecommunications services. CCITT Group III T.4 is the standard protocol for fax communications.

Control Code

An ASCII code less than hexadecimal 26. For example, Control-E is hexadecimal 05.

COM Port

An electronic address in a computer that a serial device is connected to, or that an internal modem is configured to. A PC can't have more than one COM port with the same number.

Cover Page

A page that is usually transmitted prior to an actual fax message. It will usually indicate who the fax message is to, who it is from, the date, etc.

Default

The assumed value used for a parameter when no other value is explicitly provided. For example, the default Dial Type in BitFax/SR is Tone Dial.

Distribution List

A grouping of fax number records in BitFax/SR that allows you to easily send the same files to a group of numbers that would normally receive the same messages.

DOS

The operating system commonly used on personal computers.

Filename

The name given to a file. Consists of characters, giving a descriptive name to a file stored on a diskette or a fixed disk drive. Can also have an extension of 1-3 letters and/or numbers. Spaces are not allowed in a filename.

Flip

To turn the image of a picture over vertically (from top to bottom). This is used in ViewFax.

Group Number

A number from 1 - 5 that is assigned in a fax number record to indicate its inclusion in a distribution list.

Hexadecimal

A base 16 numbering system commonly used on personal computers. Hex digits range from 0-9 and A-F. For example, decimal 15 is equivalent to hexadecimal 0F.

Hot Key

A key that is pressed to accomplish a specific task while you are using a different program.

IRQ (Interrupt Request Level)

A setting on the modem that corresponds to the COM port. COM1 and COM3 use IRQ4, COM2 and COM4 use IRQ3.

Memory Resident

A program, such as RecvFax, that is loaded into the memory of your computer, where it stays until needed.

Modem

A contraction of the words MODulator and DEModulator. It is used to transform digital to analog signals (modulate) and back again (demodulate).

Off Hook

A status of the modem where it has picked up the fax line.

On Line

A status of the modem indicating that a communications session is in progress.

PCX

A type of graphics file used by PC Paintbrush, BitPaint, and other paint programs. They have a filename extension of .PCX.

Port

An electronic address in your computer.

Pulse Dialing

A dialing format in which each digit is represented by a series of pulses. Also known as rotary dialing.

Redial

To dial a number again, after receiving a busy signal. The redial interval (the amount of time that elapses between dialing) can be set, as well as the redial count (how many times it will occur).

Rotate

To turn the image of a picture over horizontally (side to side). This is used in ViewFax.

Serial Communications

Communications where data is sent one bit at a time, as opposed to parallel communications where multiple wires in the cable allow data to be sent in multiple bits.

Sub-Directory

A division of a disk used by DOS to organize data (files).

Synchronous Communications

A method of communication where a group of characters are sent as a continuous stream of data at regular intervals of time. Fax communications are synchronous.

Text Editor

A program that creates and edits files that consist only of text.

Text File

A file containing only text, without any formatting characters or commands. Also known as an *ASCII file*.

TIFF

Tagged Image File Format. A type of graphics file that is used by Microsoft Windows and scanners. These files have a filename extension of .TIF.

Tone Dialing

A dialing format where each digit is represented by a frequency or pitch.

Working Directory

In BitFax/SR, the directory containing the FaxBook file, *FAXBOOK.DBF*. It is specified on the Configuration Menu in the *DBF Working Directory* field, if different from the current directory.

Zoom In

To show a picture on smaller scale. This feature is used in ViewFax.

Zoom Out

To show a picture on a larger scale. This feature is use in ViewFax in conjunction with the *Zoom In* feature.

BITFAX/SR ERROR AND STATUS MESSAGES

Auto Printing

You have set BitFax/SR to automatically print incoming fax messages, and it is doing so. No action is required.

BITEDIT.EXE not found

BitFax cannot find the file BITEDIT.EXE. Check the AUTOEXEC.BAT file to see if the environment was set up correctly. This is explained in Chapter Two. Also, check the files in the BitFax/SR sub-directory to ensure that the file has not been deleted.

BitSched not installed

You will receive this message if you run the BF program without running the BitFax batch file. To run BitFax/SR, you must use the BitFax batch file to invoke the program. Do not use the BF command to invoke BitFax. Always use the command 'BITFAX' to load the program.

COMMAND.COM not found

COMMAND.COM is a file in DOS that is necessary to use your machine. Without the COMMAND.COM file, you cannot run any DOS applications, including BitFax/SR. If you receive this error message, check your DOS sub-directory for this file. If you have any questions, consult your hardware manual.

COM Port not functional

The COM port number selected on the Configuration Menu does not exist in your system. Change the port number on the Configuration Menu to match the one selected on your fax modem.

COMx not a fax modem

The COM port you have configured your modem to cannot function as a fax modem port. Change your fax modem to different COM ports until the problem is resolved. Be sure to watch for COM port conflicts with the IRQ setting.

Cover Page font not found

BitFax cannot find the file COVER.FNT. Check the AUTOEXEC.BAT file to see if the environment was set up correctly. This is explained in Chapter Two. Also, check the files in the BitFax/SR sub-directory to ensure that the file has not been deleted.

Critical Error

The 'Critical Error' message occurs when you change drives from the Files Selection Menu, and the drive selected is either not ready, or does not exist.

Data Error; [C]ancel/[R]etry?

You received a data error from DOS. Change disks to correct the problem, and press R to retry, or C to cancel the action.

Destination Not Yet Selected

You tried to view selected destinations, but none have been selected yet. Select a fax number first from the Destination Selection Menu.

Dialing

Your fax modem is dialing as requested. No action is required.

Directory Does Not Exist

The pathname specified in the "DBF Working Directory" field on the Configuration Menu does not exist. Retype the name correctly, or create the directory first in DOS if that is the name you want to use.

Disk Full

The disk you are attempting to write to (or the current drive) has insufficient space to perform the action requested. Insert a disk with sufficient space, and try again.

Disk is write protected; [C]ancel/[R]etry?

The disk that you are attempting to write to (or the current drive for BitFax/SR temporary files) has been write protected. Either remove the write-protect tab or insert the correct disk, and press R to retry, or C to cancel the action.

Drive A does not exist; [C]ancel/[R]etry?

You are trying to write to Drive A, but your operating system does not recognize a Drive A in your system. Make sure the drive letter specified is correct. After you have corrected the problem, press R to retry, or C to cancel the action.

Drive A is not ready; [C]ancel/[R]etry?

You have attempted to write to Drive A, but it is not ready. Make sure that you have inserted a diskette into Drive A, and that you have closed the drive door. Press R to retry the action after the problem has been corrected, or C to cancel the action.

Empty Receive Log

You have attempted to view the receive log, but it is empty. You cannot view the log if it does not exist. After you have received a fax with BitFax/SR, then you can view the Receive Status Log.

Empty Transmit Log

You have attempted to view the transmit log, but it is empty. You cannot view the log if it does not exist. After you have sent a fax with BitFax/SR, then you can view the Transmit Status Log.

Error - Disk Full

Your fax modem is receiving a message, but the disk is full and cannot be written to. Use a disk with enough space for the received fax message to be saved.

Error - File

The fax modem received a message, but it cannot be written to disk for some reason. Have the sender re-transmit the message.

Error - Phase B

Your fax modem was receiving a message, but detected line errors. Have the sending party re-transmit the message.

Error - Phase D

Your fax modem was receiving a message, but detected line errors. Have the sending party re-transmit the message.

FaxBook Not Present. Create FaxBook? (Y/N)

You will receive this message when you add the first fax number record to BitFax/SR. Enter Y if you want the program to create the FaxBook file, or N if you do not want it to create this file. If you answer N, you will be returned to the Main Menu, and the Destination Selection Menu will not be accessed. The file is created in the directory specified in the "DBF Working Directory" field on the Configuration Menu. If this field is blank, it is created in the current directory.

Fax Configuration...

After you have changed parameters, your fax modem will reconfigure itself. No action is required.

Fax Font Not Present

The file FAXFONT must be present in the current or working directory. Use the *DOS Set Environment* command described in Chapter Two.

File Not Yet Selected

You have attempted to view selected files, but none have been selected yet. Select a file from the File Selection Menu, and try the action again.

Finish Rx and Prepare TIFF-F

Your fax modem has received a message and is preparing to save the file in a TIFF Class F format. No action is required.

Finished Transmitting

The fax transmission you initiated has been completed. No action is required.

General failure on drive A; [C]ancel/[R]etry?

The operating system has indicated an error on Drive A. Try another diskette, and press R to retry, or C to cancel the action. The drive may need to be serviced.

Invalid Dialing Command Format

The Dialing Prefix being used is invalid. It must begin with AT, and end with DT (Dial Tone) or DP (Dial Pulse). Correct the string in the Dialing Prefix field on the Configuration Menu and try again.

Invalid End Page number

You have specified a Start Page number that is higher than the Stop Page number, or have put a '0' in the Start Page field.

Invalid Filename

The specified filename contains invalid characters, or does not exist. Retype the name correctly.

Invalid Fax Number

The specified fax number contains invalid characters. The only valid characters in the Fax Number field are the numbers 0-9, commas, the pound sign (#), the asterisk (*), and hyphens. Retype the string correctly, and try again.

Invalid End Page Number

You have specified a Start Page number that is higher than the Stop Page number, or have put a '0' in the Start Page field.

Invalid WP 5.1 file format

The file in the File Name field to be faxed is not in the WordPerfect 5.1 file format. Change the *Word Processor Type* field to the correct format. This is explained in Chapter Seven.

Line Busy

The line you called is busy. If BitFax/SR is set up to redial, it will do so when the redial time elapses. No action is required.

LOADVIEW.EXE not found

BitFax cannot find the file LOADVIEW.EXE. Check the AUTOEXEC.BAT file to see if the environment was set up correctly. This is explained in Chapter Two. Also, check the files in the BitFax/SR sub-directory to ensure that the file has not been deleted.

Modem Not Responding

BitFax/SR is not getting a response from the fax modem. Make sure the COM port is configured correctly for your system. Also, make sure the telephone cables are connected correctly. Then retry the action.

Modem Testing

Before sending a fax, BitFax/SR will send signals to the modem to test if it is a fax modem, and if it is on the COM Port designated.

Negotiating...

A connection is being established with the answering fax machine, or your fax modem is establishing a connection with a calling machine. No action is required.

No answer or noisy line

When attempting a transmission, if the modem detects a busy signal, or if there is noise on the line, BitFax will hang-up and give you this message.

No Carrier

The connection could not be made as you have specified. Correct the error or try again later.

No Carrier - FTT

A signal was received from the modem indicating noise on the line. Try the call again later.

No Carrier - RTN

The attempted connection could not be made due to noise on the line. Try the call again later.

No CTS

When testing the modem, BitFax does not detect a CTS signal. Check your modem switch, the cable and the I/O card (on the modem). Check your modem manual for further instructions.

No Database Record

You have attempted to see the detail of a record, but a record was not highlighted. Highlight a record and retry.

No Dial Tone

While attempting a transmission, BitFax does not detect a dial tone. Check the connection of the phone line and the modem. If you continue to receive this message, try changing COM Ports.

No Dial Tone

The fax modem does not detect a dial tone. Check all cable connections, and the COM port selection. Retry the action after the problem has been corrected.

No Matching Found

You have attempted a Search within the Destination Selection Menu, but there is no matching record found.

Not A BitFax/SR FaxBook. Create FaxBook? (Y/N)

You have a file in the BitFax/SR sub-directory named FAXBOOK.DBF, but it is not the correct format. If you answer Y to create the FaxBook, the existing file will be overwritten. If you answer N, you will be returned to the Main Menu. If you want to keep the existing file, rename it before letting BitFax/SR create the FaxBook.

Not Enough Memory for Editor

You do not have enough RAM (Random Access Memory) to load the editor. You will not be able to access BitEdit, or the editor you may have indicated in the Advanced Configuration Menu in the *Editor Name* field. Try removing any memory resident programs you may have. If you have less than 640K RAM, you may need more memory.

Not Enough Memory for Conversion

You do not have enough RAM (Random Access Memory) to convert a file to fax format prior to sending. Remove any TSR's you may have, or boot up from a DOS diskette. Check total RAM. You should have at least 640K.

Not Enough Memory for SUPPLY.EXE

You do not have enough RAM (Random Access Memory) to load the file SUPPLY.EXE. This is used when changing the configuration, and at other selected times. BitFax/SR will still run without this file, but you will not be able to access all menus. Try removing any memory resident programs you may have. If you have less than 640K RAM, you may need more memory.

Not Enough Memory to Build Tree

You do not have enough RAM to use the *Change Directory* command in the File Selection Menu. If you need to fax a file that is in a different directory, boot up from a DOS diskette, or remove extra TSR's. For more information on TSR's, check Chapter One.

Not Enough Memory to Preview

You do not have enough RAM to use the preview feature in BitFax/SR. If BitFax does not have enough available memory, it can not let you preview a document prior to transmission. Again, check for TSR's, and remove those that use the necessary RAM.

Page Transmit Completed

One page of the file has been sent. No action is required.

PREVIEW.EXE Not Found

BitFax cannot find the file PREVIEW.EXE. Check the AUTOEXEC.BAT file to see if the environment was set up correctly. This is explained in Chapter Two. Also, check the files in the BitFax/SR sub-directory to ensure that the file has not been deleted.

Printer is not ready; [C]ancel/[R]etry?

While trying to print, the printer is not ready. Correct the problem and press R to retry, or C to cancel the action.

Printer is out of paper; [C]ancel/[R]etry?

While trying to print, the printer ran out of paper. Correct the printer problem and press R to retry, or C to cancel the action.

Quit by User

The user has indicated that a transmission should be stopped before completion. No action is required.

Read error on drive A; [C]ancel/[R]etry?

You are trying to read a diskette on Drive A, and either the diskette or drive is bad. Correct the problem and press R to retry, or C to cancel the action.

Receiving Page 1

Your fax modem is receiving the first page of a fax message. No action is required.

Remote Fax is Answering

The number you dialed is answering. No action is necessary.

Remote Fax is Calling

Your fax modem is answering a call. No action is necessary.

Retrain Negative

Following each page that a fax machine receives from your modem, the machine will send a signal to the modem which indicates whether or not it understands the transmission. If it doesn't, it will send a negative response. This is a 'Retrain Negative'. Re-send the document.

Retrieving Company From FaxBook

This message will appear in the second line of the *Name* field on the Cover Page whenever you send a fax to a fax number selected from the FaxBook. This is just a message to let you know that BitFax is retrieving the contents of the *Company* field of the appropriate fax record. It will appear on the faxed Cover Page.

Retrieving Name From FaxBook

This message will appear in the *Name* field on the Cover Page whenever you send a fax to a fax number selected from the FaxBook. This is just a message to let you know that BitFax is retrieving the name from the *Name* field of the appropriate fax record. It will appear on the faxed Cover Page.

Save Fax in file - xxxxxxxx.TIF

A received fax message is being saved in a TIFF Class F format. The x's will be replaced by the filename. No action is required.

Sector not found on drive A; [C]ancel/[R]etry?

You are trying to read a diskette on Drive A, and either the diskette or the drive is bad. Correct the problem and press R to retry, or C to cancel the action.

Seek error on drive A; [C]ancel/[R]etry?

You are trying to read a diskette on Drive A, and either the diskette or the drive is bad. Correct the problem and press R to retry, or C to cancel the action.

Setting Up...Adding Time and Date

You are sending a fax, and have specified a company heading that is being created. This is a status message only.

SUPPLY.EXE Not Present

BitFax/SR could not find the file SUPPLY.EXE. It should be in the same directory as the other BitFax/SR files. It is used when making configuration changes, and at other selected times. BitFax/SR will still run without this file, but you will not be able to access all menu selections. Follow the steps in Chapter Two to set up the environment.

Transmitting Page

BitFax/SR is transmitting a page of a file to a fax machine. No action is necessary.

Unknown Command; [C]ancel/[R]etry?

The operating system has indicated that the command you are trying to use is not known. Correct the command and press R to retry, or C to cancel the action.

Unknown media type in drive A; [C]ancel/[R]etry?

The diskette is not the right type, or was formatted wrong. Correct the problem, and press R to retry, or C to cancel.

VIEWFAX.EXE not found

BitFax cannot find the file VIEWFAX.EXE. Check the AUTOEXEC.BAT file to see if the environment was set up correctly. This is explained in Chapter Two. Also, check the files in the BitFax/SR sub-directory to ensure that the file has not been deleted.

Wait for Redial - xx:xx

The number you dialed was busy, and the program is set to redial. The xx:xx is the amount of time that will elapse (in minutes and seconds) before redialing occurs. No action is necessary.

Write error on drive A; [C]ancel/[R]etry?

You are trying to write to a diskette in Drive A, and the diskette or drive is bad. Try changing disks and press R to retry, or C to cancel. Your drive may need to be serviced.

QUESTION AND ANSWER SECTION

Q. I have set my modem to COM Port 2, and have also configured BitFax to COM2. When I try to send a fax, I get an error message saying the COM2 is not a fax modem, or that there is no response from the modem. Why?

- A. A Fax Modem is different from a regular data modem. When you use a fax modem more signals are sent to and from the modem. Sometimes a particular COM Port isn't capable of handling these signal transfers. If you are experiencing this problem, try changing your fax modem to a different COM Port. While changing COM Ports, be sure to remember IRQ conflicts. This is explained in Chapter One, or in your modem manual.

Also, if you are using an external modem, make sure you set the switches on the PC's I/O card to CTS/RTS True (Force Off). You must also be sure that your cable has all the signals wired up. Check your modem manual if you have further questions.

If you are using a laptop computer, you must run the setup program to enable COM1. If COM1 is not enabled, BitFax won't be able to locate it when it is attempting a transmission.

Q. I have just installed BitFax/SR and am unable to see the entire screen, including the function keys. What can I do to fix this?

- A. In most cases you simply have to change the display from color to monochrome, or from monochrome to color. Although BitFax usually autodetects what type of monitor you have, sometimes this is not possible due to the type of adapter you are using.

From the Main Menu hit the [F6] key to go to the System Configuration Menu. By hitting the [F6] key again while at this menu you can toggle the display from black & white to color.

- Q. When I transmit a fax, only the CoverPage is sent, or each page is cut off before the entire page is transmitted. What is causing this?*
- A. Nine out of ten times the culprit is a Terminate and Stay Resident program (TSR). To ensure that this isn't the cause, boot up your system using a DOS diskette. Load BitFax and transmit a document. If the problem is resolved, it was probably due to a conflict with one or more of the other TSR's. Resolve the conflict by varying the order that you load the different TSR's. In the worst case situation, you may not be able to concurrently use BitFax/SR and some of your other TSR's.
- Q. I use a word processor (or other software application) that BitFax/SR doesn't support. How can I use it to produce documents that I can send?*
- A. There are two things you can do in this situation. First, you can convert the document to ASCII using a 'Save' option in your word processor. Look to your word processor's documentation for instructions on doing this. Also be sure to select 'Non-document file' as your *Word Processor Type* in the BitFax/SR System Configuration Menu.

The second option is to use the Print Capture utility that comes with BitFax/SR. Refer to Chapter Eighteen for details on this feature.

- Q. I have a 20 page document and I only want to send pages 6 - 12. How can I tell BitFax how to do this?*
- A. Go to the Main Menu. In the *Start Page* field enter '6'. In the *End Page* field enter '12'.
- Q. Sometimes when I send a text document there is either extra 'garbage' characters on the fax, or the last line repeats itself. What is causing this?*

- A. Make sure that you have selected the correct *Word Processor Type* in the System Configuration Menu. For example, if you are using WordPerfect 5.1 this field should say 'WordPerfect ver 5.1'. If you are using a non-supported word processor, this field should show 'Non Document File'. Refer to Chapter Seven for more information on this option.

If you have used the *Editor Name* field on the Advanced System Configuration Menu, you must change the *Word Processor Type* field to match it. For example, if you have put the path to your WordPerfect directory in the *Editor Name* field, be sure the Word Processor Type field displays 'WordPerfect ver 5.1'.

- Q. *I can't access the COMSHELL unless I am in the BITFAX sub-directory (this can apply to any BitFax/SR feature). Why?*

- A. You must use the *Path* and *Set* commands in DOS to set up the proper environment. Refer to Chapter Two for further instructions on setting up your AUTOEXEC.BAT file.

- Q. *When I select 3) Data Communications from the Communications Functions Menu, it tells that it cannot find the file BITCOM.EXE. Why?*

- A. To use the *Data Communications* selection in COMSHELL, you must have the BitCom program installed on your hard disk. You must also use the *Path* and *Set* commands to set up the environment for BitCom. Refer to the BitCom manual for further instructions. If you don't have BitCom, contact BIT Software for ordering information.

- Q. *Although I have configured BitFax to answer on the third ring, whenever I receive a fax call it answers on the first ring. Why?*

- A. Again, the AUTOEXEC.BAT file needs to be set up properly to ensure that RecvFax will read the System Configuration Menu. This is explained in Chapter Two.

- Q. *My computer is locking up whenever I send a fax. What may be causing this?*

A. This can be caused by several things. Be sure that you have increased your 'files' and 'buffers' in the CONFIG.SYS file. This is explained in Chapter Two. The problem can also be caused by TSR conflicts. Boot up your system with a DOS diskette. If the problem is resolved, it was probably due to a TSR conflict. Lastly, Change COM Ports to see if this resolves the problem.

Q. *When I use BitFax/SR sometimes I get an error message that says "Not enough memory" or "Disk full". I have plenty of RAM and disk space, so why is this happening?*

A. Again, you must increase the files and buffers in the CONFIG.SYS file. You must also run BitFax/SR on a machine with at least 640K RAM. Because BitFax does not access extended or expanded memory, the amount of upper memory available on your machine does not affect the program.

Q. *I know that I am receiving a fax call, but when BitFax answers, it says it isn't a fax call and hangs up. Why?*

A. Be sure that you have set the *Answer Mode* field to either 'Fax Answer Only', or 'Fax & Data Answer'.

Q. When I try to send a fax I keep getting "Noisy Line" or "Line Busy" messages. Why?

A. There are several factors that can contribute to continuous "Noisy Line" or "Line Busy" messages. If you have put anything in the *Dialing Prefix* field on the *System Configuration Menu*, take it out. Transmit again and see if the problem is resolved.

You can also adjust the speed of transmission using the *Fax Speed* field on the *Advanced System Configuration Menu*. Forcing it to fax at a lower speed will sometimes allow you to fax over line noise. This is explained in more detail in Chapter Eight.

Although your telephone and data modem work fine on this line, the fax portion of a modem is more sensitive to line noise. If you still continue to receive a "Noisy Line" message, have your line checked by the phone company.

- Q. When I send text messages they arrive garbled (or double spaced, with extra characters, etc.). What is causing this?*
- A. As usual, always check that there are no TSR conflicts. The most common reason this occurs however, is because the Word Processor Type field is set to the wrong choice. If you are sending an ASCII document, it must be set to 'Non-Document File'. If you are sending a WordPerfect 5.1 document, it must be set to 'WordPerfect ver 5.1', and so on. For more information refer to Chapter Seven.
- Q. I cannot preview before sending, and I have set the Preview Before Sending field to Yes in the System Configuration Menu. Why?*
- A. Check the *Graphic Card Type* field in the Advanced Configuration Menu to ensure that it is set correctly.

BIT SOFTWARE PRODUCT SUPPORT

BIT Software is backed by a product support staff trained to provide you with fast, courteous service. If you need assistance beyond what the manual, Help files, and README documentation can provide, please write or call us with the information listed in the Product Support Checklist below.

Mail

Write to **BIT Software, Inc.**
 830 Hillview Ct., Suite 160
 Milpitas, CA 95035
 Attn: Product Support

FAX

You can also FAX the information about your problem to the BIT Software FAX number: (408) 263-1447.

For information on last-minute changes to the program that was not included in the manual, read the README documentation included with your diskettes. Reviewing this information insures that you have the most current information possible about BitFax/SR.

Diagnosing A Problem

Before writing, faxing or calling BIT, please fill in the following items. It will help us to solve your problem more efficiently.

BitFax/SR Version # _____

Serial # _____

Modem Brand _____

Your software version number can be found at the Main Menu. *It is not the same as the manual version number.* The serial number is located on the original program diskette. Check your modem manual to determine the manufacturer's name.

Product Support Checklist

Before contacting BIT Software for technical assistance, please try to recreate the problem to provide us with an exact sequence of events. If the problem reoccurs, contact us by mail, FAX, or phone with the following information:

1. Can you reproduce the error or problem?
2. Does the problem occur with another copy of the original BitFax/SR diskettes?
3. Does the problem occur with another system (if available)?
4. Does the problem also occur when you boot up with a DOS diskette?

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